JAVS®

Suite 7

AutoLog 7

version 7.1 user manual

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About This Manual

This manual will provide a comprehensive look at the JAVS AutoLog 7 software application. The first part of the manual will provide a general overview followed by a more detailed approach in the second half of the manual. By clicking on any item in the Table of Contents, will take you to that page number of the manual. Links are also provided within each section to guide you to better understanding of the application. Each link you use will have a return link at the end of each section so you can continue where you left off.

The manual will also reference other JAVS Suite 7 software application manuals due to the interactivity between all JAVS Suite 7 products. Familiarize yourself with all of the Suite 7 manuals for a better understanding of how AutoLog interfaces with each of them.

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About AutoLog 7

JAVS AutoLog 7 is a logging software package that works hand in hand with JAVS digital recording technology to create a complete record of any court proceeding, business meeting, classroom or any other situation that requires documenting the process.

JAVS AutoLog 7 software enables one or more users on different PCs to create a log of events. Log events are digitally time stamped and link directly to an A/V file created and stored on the Digital Recorder. All of these events are stored in a JAVS database for ease of use and distribution.

JAVS AutoLog 7 allows you to monitor and manage your room's A/V settings, permitting you to easily switch system modes (e.g., bench conference, student/counselor meeting, etc.), and view your microphone levels. Public and private modes are also included to let you quickly switch between public and private situations. All private sessions are automatically withheld from the public record; moreover, system modes can be configured to automatically switch from public to private sessions.

The JAVS AutoLog 7 application allows the user to conveniently accept schedules from the JAVS Scheduler 7 application, and add schedules for the current day directly from AutoLog 7. Completed sessions, schedule lists, exhibit and party lists can be easily printed or published for distribution.

A video window displays the video as it is recorded by multiple cameras and microphones and relayed via A/V files to the Digital Recorder. Other functions include dock able tools, customizable toolbars, customizable keyboard shortcuts, and configurable User Rights.

Suite 7 software functions are protected by levels of security rights, this manual assumes that the user has all *Security Rights* (see your administrator for details on your particular user rights).

AutoLog 7 features:

- An easy-to-use interface with one button record start
- Digital time stamping of every log event
- A log of events linked directly to the A/V recording
- An ODBC-compliant database
- Customizable hotkeys
- Editable Exhibit and Party lists
- Entry and logging of multiple parties and exhibits for each session
- Private recordings and session notes (automatically withheld from public copies of the session)
- Capacity to switch system modes and monitor microphone levels
- A video window that allows viewing of recorded video as well as other locations
- Direct communication with JAVS Scheduler 7.0™ to display the current session schedule
- Location information in the title bar, for operators who are monitoring more than one location
- Right-click Review Event feature to log events, allowing user to launch JAVS Viewer 7 and display associated media corresponding to the event time stamp
- Digital Recorder fail-over technology
- Improved Microphone Tally/VU meter displays and integration
- Multiple printing options and enhanced session reports allows generating reports as desired

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- Enhanced window docking capabilities within the main view and tools, making it easier to manage and customize the overall layout in the main display screens
- Modified column layouts to provide more room for dynamically sized columns
- Camera Locks and System Modes, allowing independent configuration and viewing in a variety of ways within the application
- Help menu links to application documentation
- Secure Department Filtering, Sealed Sessions and security rights
- Ability to change the session number, after and during the recording
- More session information provided in the user interface

AutoLog 7.1 features:

- Advanced Review integration
- Quick Notes for adding notes on the fly
- Change schedule times from Scheduled Today tool
- Enhanced saving and deleting of layouts
- Auto Login capabilities
- Default Department Assignment

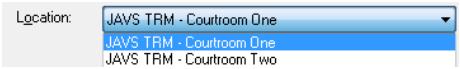
Getting Started

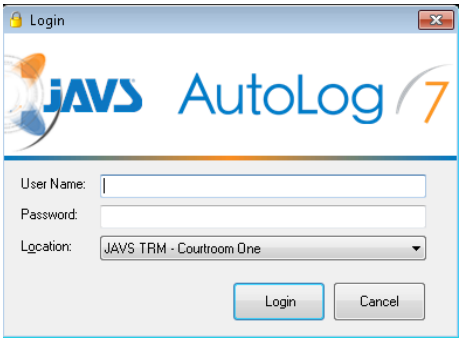
Before you can use the AutoLog 7 application, a user name and password must be assigned to you. AutoLog 7 has been designed with specific user rights in mind, which means that your court administrator can assign various rights that give you the ability to access certain functions of the application. (See the Group Security Rights section of this manual).

Login

To access AutoLog 7, a user must first login. See your administrator for User Name and Password, and the user rights assigned to you.

Launch AutoLog 7, type in your User Name and Password, if using a server, select a L**ocation** and press **Login**.





Once logged in, your User name will appear at the bottom right of the AutoLog 7 screen. The clock will reflect the primary digital recorder time.

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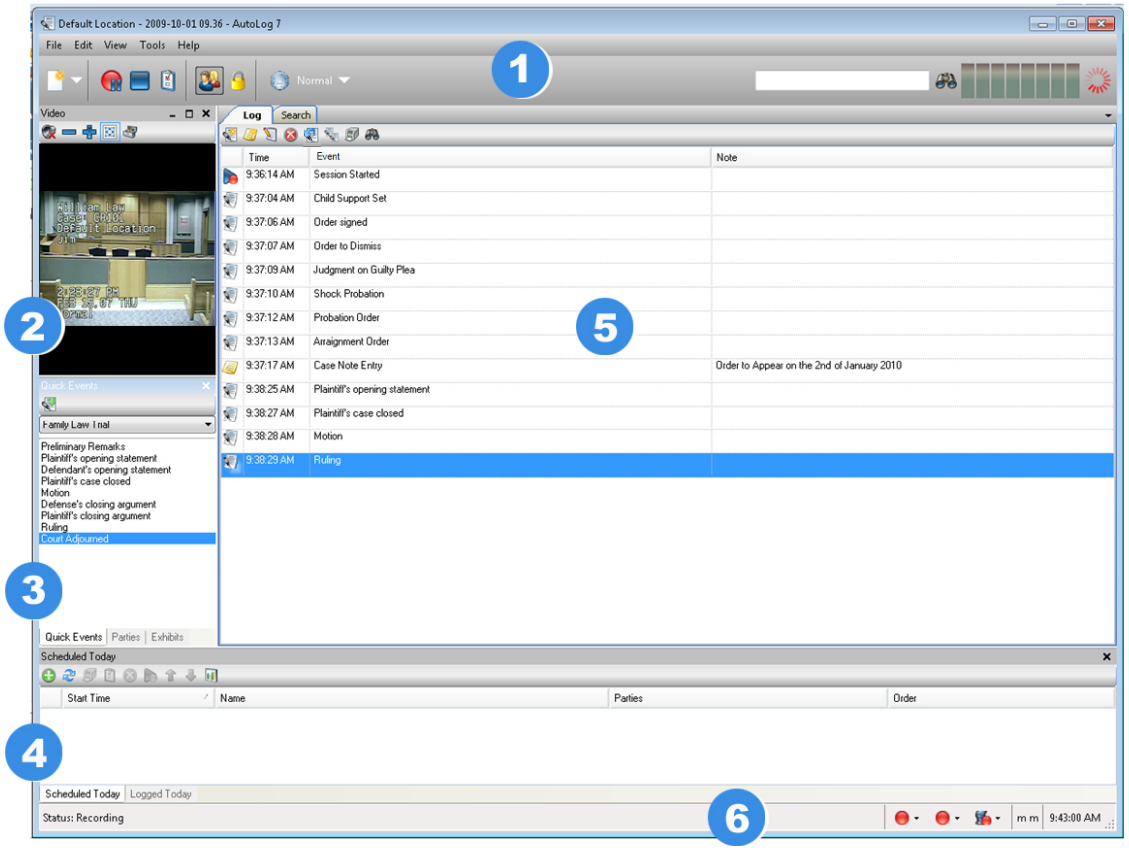
AutoLog 7 Overview



1) **Main Toolbar**
2) **Video Window**
3) **Quick Events, Parties and Exhibits Window**
4) **Scheduled Today and Logged Today (session views)**
5) **Session Log**
6) **Record Status Bar**

Tool Tips: By allowing your pointer to hover over a button, you can activate its tool tip. This is a small text box that pops up with additional information about the function of that particular button.

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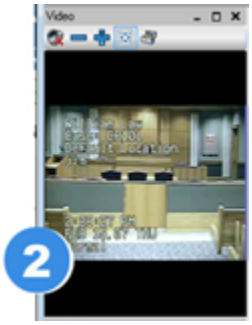
1) Main Toolbar:

The Main Toolbar is divided into 2 sections, the menu items and the function buttons. The function buttons include starting, stopping and customizing sessions, selecting public or private modes and a session search field for locating existing cases. The Main Toolbar also includes an audio meter, a record indicator and a search criteria field. In most cases the function buttons can be found in the menu items.

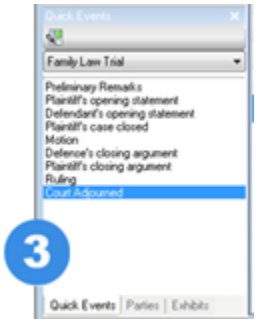


2) Video Window:

The video window will display the output of the JAVS automatic switching system (via hardware card) or the output of a streaming device (via TCPIP). If using TCPIP, volume and mute controls are provided. There is also a Maintain Aspect ratio for all views.

3) Quick Events, Parties and Exhibits Tools:

This area of the interface has three common tools accessible through tabs. The Quick Events tool includes all event menus supplied by JAVS or user created. The Parties tool includes a list of logable parties associated with the session. The Exhibits tool includes a list of available exhibits associated with the session.



4) Scheduled Today and Logged Today Tools:

This area of the interface has two tools. The Scheduled Today Tool shows all the sessions that have been scheduled for the current day. The Logged Today Tool shows all the sessions that have been logged for the current day. Each tool has an array of printing, publishing and viewing options available for any session in the list. Session Properties are available for any session in the list, and the list can be manually updated using the Refresh button. Sessions schedules can be deleted from the Scheduled Today Tool.

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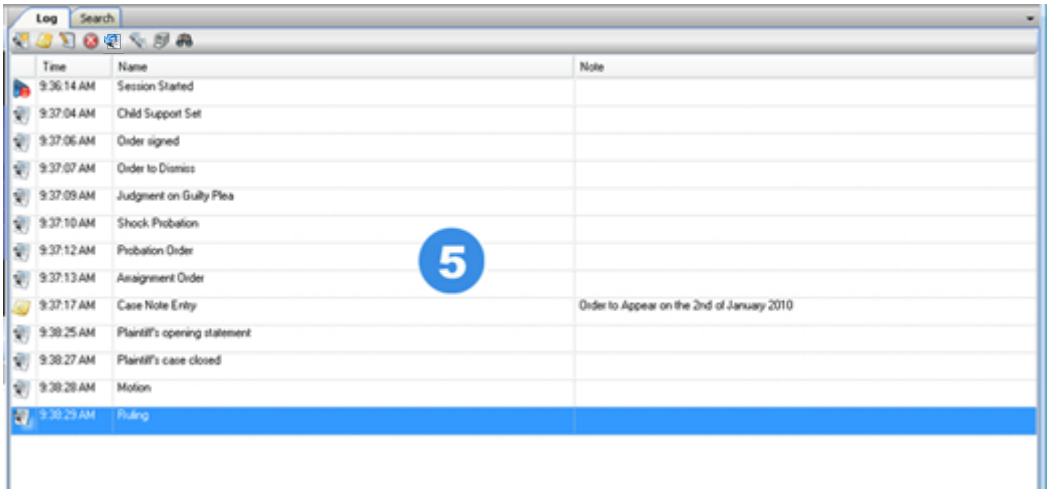
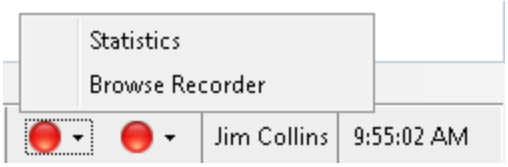
5) Session Log:

This area of the interface is for logging all of the events associated with the session. These entries can include Quick Events, manual log events and session notes. Notes associated with any event will also be included in this view. The Session Log tool includes functions for locating and editing events, printing and Session Properties.



6) Record Status Bar:

The Record Status Bar contains a recording status message at the left side of the bar as well as includes record status icons for each connected recorder on the right. The Recorder icons also have pull-down information about the individual recorders such as drive capacity and drive space availability. Also included in the pull-down, is a browse function, which allows the user to browse the session recordings for each drive. The user's name will be displayed as well as the current time of the primary recorder.



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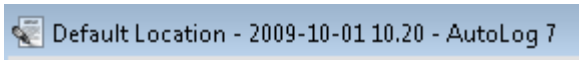
New Session

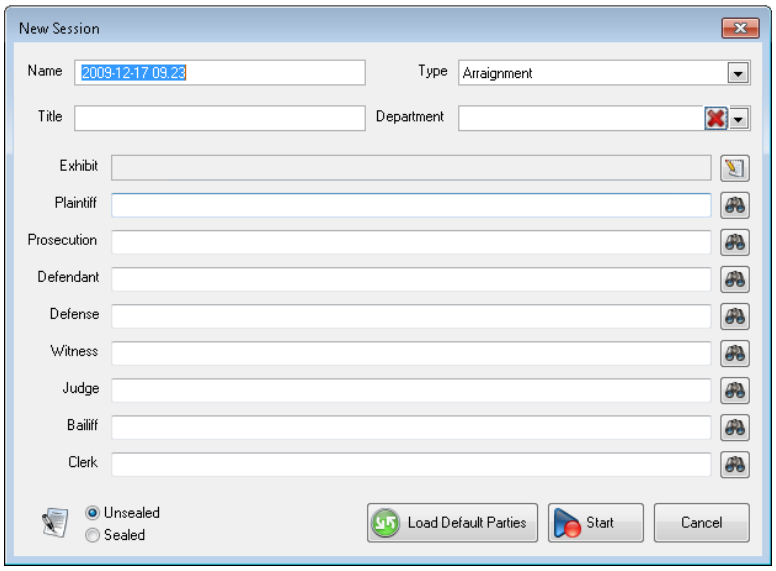
Starting a new session is accomplished in two ways:

Quick Session allows the user to start a session with one click of the mouse. Press the **Start New** icon.

AutoLog 7 will automatically start recording and assign an auto-generated ID number (which appears in the header bar) that consists of the year, month, day and time of day. Each time a new case is started, AutoLog 7 will generate a unique number based on these parameters. If more than one case is created within 1 minute, AutoLog 7 will add a "-1,-2," to the end of the number to keep it unique.



New Session allows the user to select a session type and define the parameters for the session such as Session Name, Session Title, Session Department and Session Type. The New Session window also contains a set of pre-determined Session Group fields associated with the selected Session Type. (see Session Properties)



Note: A Quick Session will not have any parties involved and parties cannot be added unless a session type is selected through the Type pull-down.

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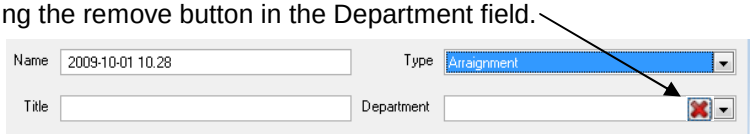
Session Parameters

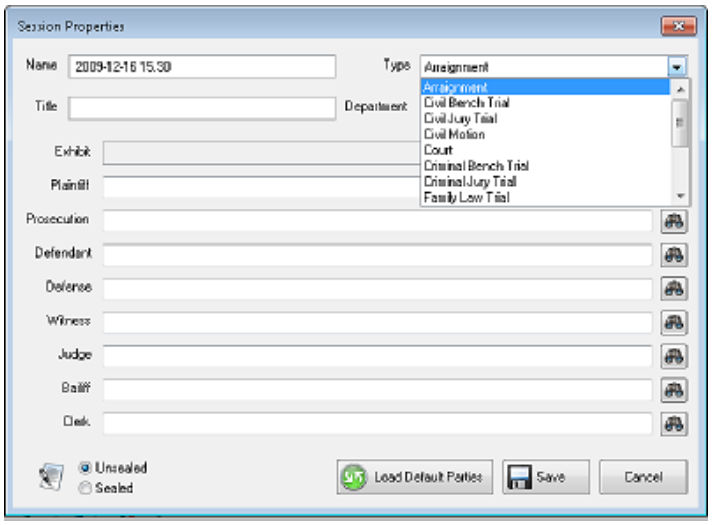
Session Properties

Once a session has been completed or is in progress, the Session Properties window, as well as the New Session window, contains Session Group fields that were pre-assigned to that specific Session Type. The session type is chosen through the Session type pull-down. The Session Name field assigns a specific number or name to that session type, and is used for identifying that particular session. The Session Title field allows the user to give the session a label or title, and the Session Department field allows the user to assign a specific department to that session, i.e.; Manufacturing Department, Human Services Department, Social Studies Department, etc. Department assignment can also be removed from the session by using the remove button in the Department field.



Session Types

Session types consist of pre-defined Groups, and Parties assigned to those groups. A session type could be a business meeting or a family court proceeding or any other gathering of people for a specific purpose.



The individual people (Parties) attending these sessions are assigned to a particular group or any number of groups. Session Groups could be defined as a judge, in the case of a court proceeding, or a CEO of a company for a business meeting. Parties would then be assigned to the each group that pertained to the type of session that was initiated. These Parties and Groups are customizable to meet the needs of your specific function.

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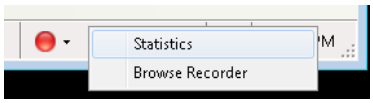
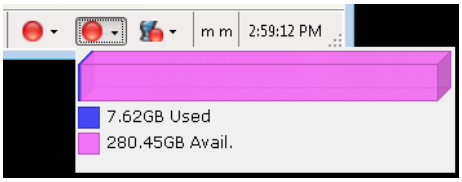
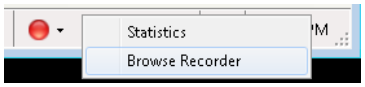
Recording Controls

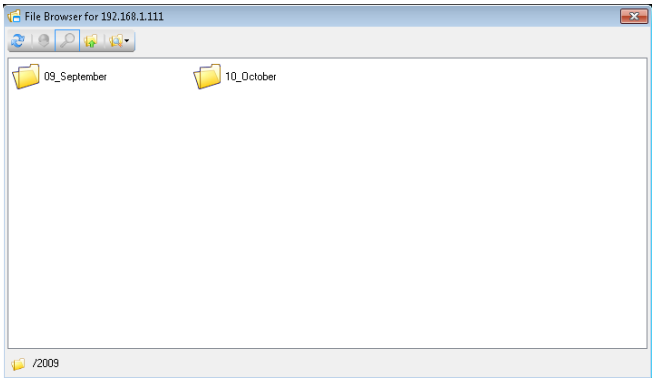
The Recording controls allow the user to directly interface with external recording devices to start and stop recordings. There are also controls to determine if the session is public or private, and to pause and resume the session for recess or other breaks involved in the session.

There are recording indicators to let the user know the status of AutoLog 7 as well as the status of each recording device. Use the Recorder icon pull-downs to select recorder information.









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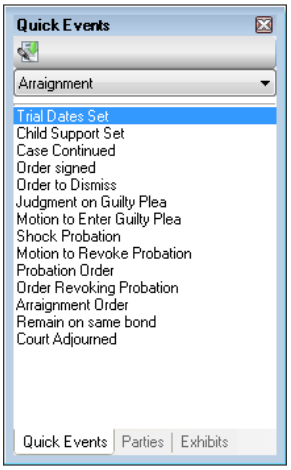
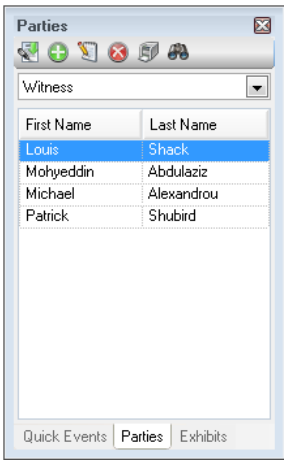
Logging Tools

There are five event types for logging in AutoLog 7; Quick Events, Parties, Exhibits, New Note and New Event.

Quick Events are provided for fast entry of events that pertain to a specific session type. Each session type will include a default set of Quick Events for use in the recording session, and the user can customize their own set of events as well as tie certain Quick Events menus to certain Session Types.



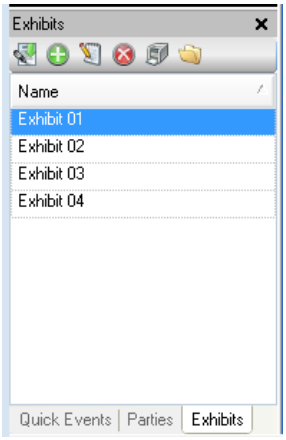


Parties tool allows the logging of witnesses, plaintiffs, defendants, petitioners and respondent by default. Any of these parties that are added to a session will appear in the parties tool and can be entered into the session log. Groups (judges, clerks, attorneys, etc,) can also be entered into the log (set up by your JAVS technician) and will appear in the parties tool pull-down.

Exhibits tool will show all exhibits associated with a particular session and can be logged like any event.

You can enter any event, party or exhibit by double-clicking the item or by pressing the **Enter Into Log** button provided on each toolbar.

On the fly events and notes can also be added through the **New Event** and the **New Note** tools located on the Log Display Toolbar.



Note: Parties can only be added to a session if a Session Type has been selected.

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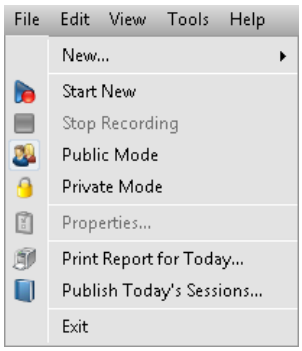
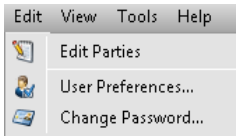
Menu Items

File Menu Item



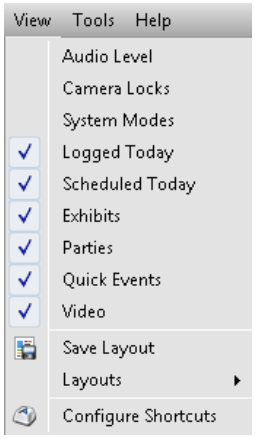
The **File** Menu Item provides alternate commands for the most commonly used controls as well as accessing Session Properties. The File menu Item also provides printing and publishing commands for the entire day.

Edit Menu Item



The **Edit** Menu Item allows the user to add and edit parties, set user preferences and change your personal password.

View Menu Item



The **View** Menu Item allows the user to customize the tools and windows in AutoLog 7 for different layout configurations. These different layouts can be saved and easily recalled for any type of session layout.

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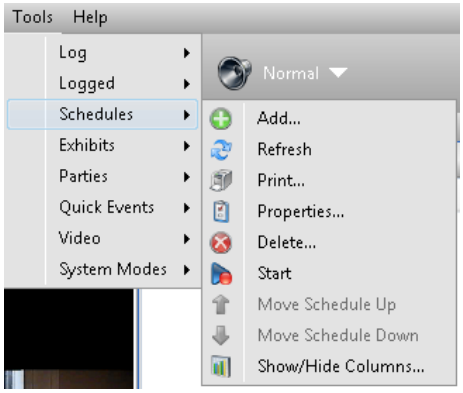
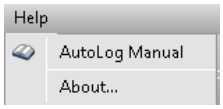
Tools Menu Item



The **Tools** Menu Item gives the user the availability of all the icon commands in each of the AutoLog 7 tools.

Help Menu Item



The **Help** Menu Item will give you information about AutoLog 7 and will give you access to the AutoLog 7 users manual. The User Manual is filled with links to help guide you to better understanding of the JAVS AutoLog 7 application.

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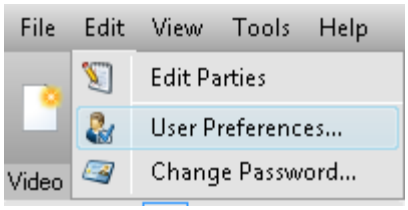
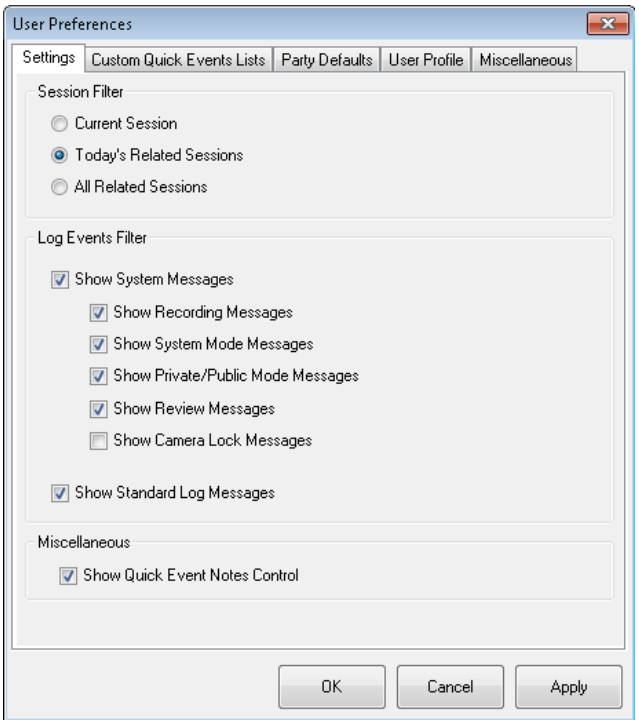
User Preferences

The User Preferences window (**Edit>User Preferences**) will allow the user to customize certain AutoLog 7 settings for their personal defaults. These include **Custom Quick Events** menus, **Display Settings**, **Party Defaults** and **User Profile**.





Settings: This tab will customize how the **Session Log** display will look when a session is loaded. System messages and previous day's events can be displayed in any combination the user chooses.

Current Session: Selecting this filter will display only the current session.

Today's Related Sessions: Selecting this filter will display all sessions with the same name for the current day.

All Related Sessions: Selecting this filter will display all sessions with the same name over multiple days.

The **Log Events Filters** will allow the user to show or hide system messages.

The **Show Quick Events Notes Control** will activate the **Quick Notes** field.

Use the **OK** button to save the changes and exit the User preferences window or press the **Apply** button if you plan to make more changes before closing the window. **Cancel** will discard any changes and exit the User Preferences window.

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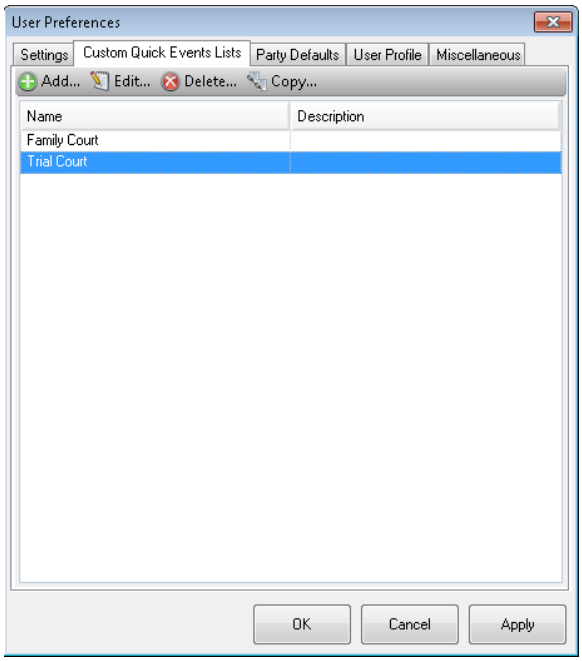
Custom Quick Events Lists Tab:

This tab will allow the user to create custom events for use in the **Quick Events** tool.

The Custom Quick Events Lists tab will allow the user to Add, Edit and Delete any new Custom Quick Events lists. These newly created lists will be available only to the current user. AutoLog 7 provides a default set of Quick Events, but these Quick Events cannot be changed and will not appear in this list.



The **Add** button will allow the user to create an entirely new Quick Events list.

The **Edit** button will allow the user to edit any custom Quick Events list.

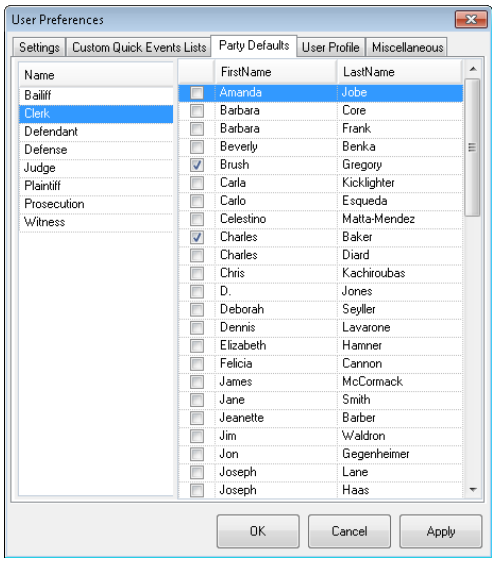
The **Delete** button will allow the user to delete any custom Quick Event list.

The **Copy** button will allow the user to copy the entire contents of any Quick Events List, including the Default Quick Events. Once a Default Quick Events List is copied, it can then be edited by selecting the copied list and using the **Edit** button.

Use the **OK** button to save the changes and exit the User preferences window or press the **Apply** button if you plan to make more changes before closing the window. Cancel will discard any changes and exit the User Preferences window. (see Detailed-Creating Custom Quick Events)

Party Defaults: This tab will allow the user to set their personal default parties for a given group type.

Pressing the **Load Default Parties** button in the **New Session** window will populate the party fields with those individuals that are selected in this tab.



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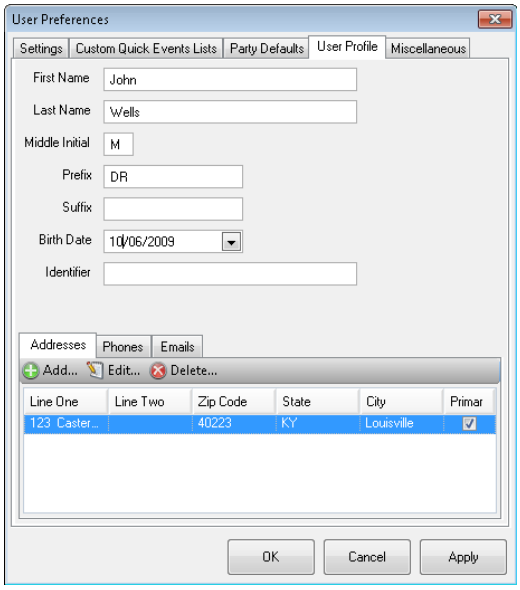
User Profile: This tab is for your personal information.

The User Profile tab will allow the user to maintain or change their personal information. You can add, edit or delete any information pertaining to your personal profile.

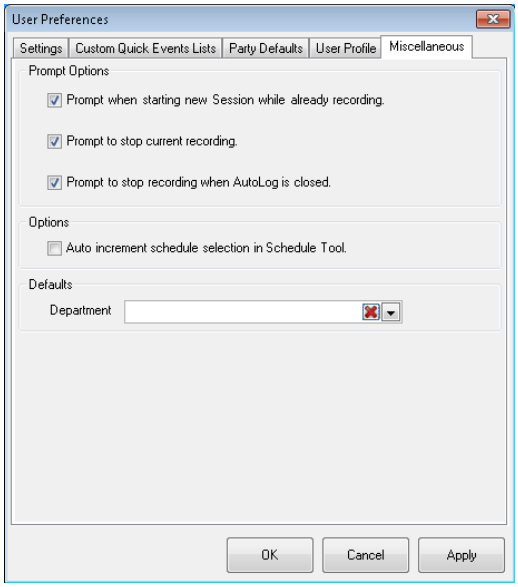


Miscellaneous: This tab determines how stopping and starting new sessions will behave.

This tab will allow “recording stop” safety features when stopping a session or closing AutoLog 7. These are user preferences and can be configured any way the user chooses.

The **Option** section will allow the user to enable **Auto Increment Schedule Selection**. (For more detail, see Auto Increment Schedule Selection).

The **Defaults** section will allow the user to set their personal default department. This is the department that will be present in the department field of the New Session window. This option is only available if departments have been created by your JAVS Technician. You can remove your default department by pressing the red X to clear the field.



Back To:

Entering Parties

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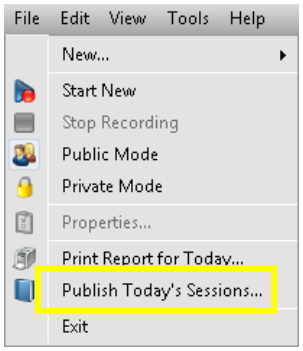
Publishing

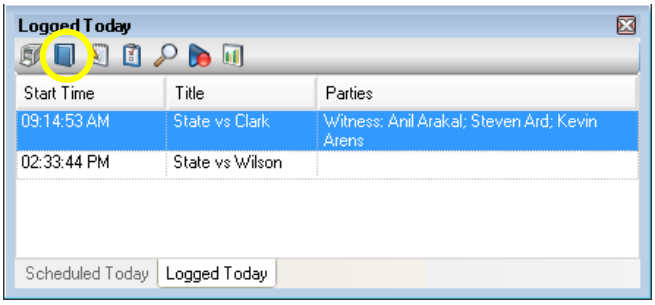
JAVS AutoLog 7 provides many options to aid you in customizing your published data. JAVS Publisher 7 is provided with the JAVS Suite 7 package and will provide you with the most options for publishing. The AutoLog 7 application provides a limited version of JAVS Publisher 7.

The Publishing function in AutoLog 7 allows the user to publish the current day's sessions or any one session for the current day to CD, DVD or a Network Share folder. The published sessions will consist of the audio/video media, exhibit files, a session log report in PDF format. Also included are JVL files, which when launched, will open JAVS Viewer 7 to that particular session. When publishing, you can still continue to work in any of the other JAVS Suite 7 applications.

Publishing is performed in three ways through AutoLog 7:

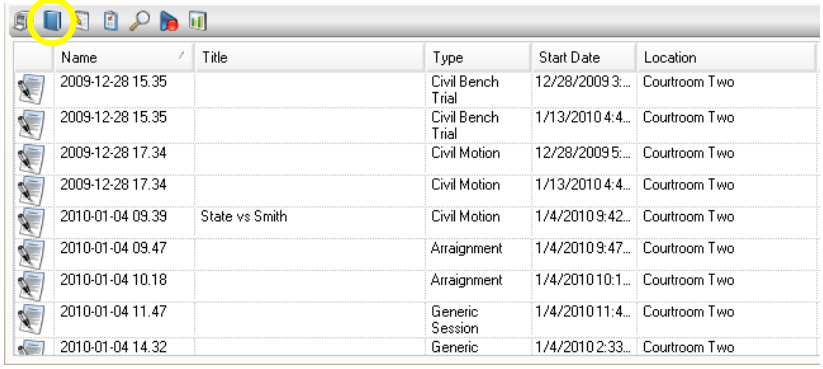


1. File menu item, **File>Publish Today's Sessions.**
This command will allow you to publish all sessions for the current day from the **Logged Today** list.



2. Logged Today Tool, by selecting the **Publish** icon.
This command will allow you to publish the selected session and related sessions from the Logged Today list.

3. Search Tab, in the main display, by selecting the Publish icon on the Search Tool toolbar.
This command will allow you to publish the selected session from the **Search Results** window.



(for more detailed information see Detailed-Publishing)

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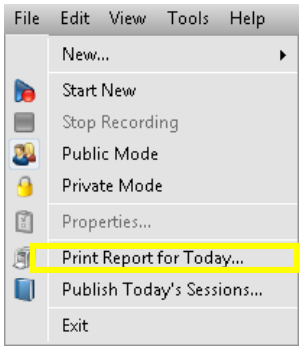
Printing

AutoLog 7 provides tools for printing session logs, schedules, party lists and exhibit lists. AutoLog 7 generates a paper record of any session log or session log history and allows customization of what events and notes are printed, as well as how the report is formatted.

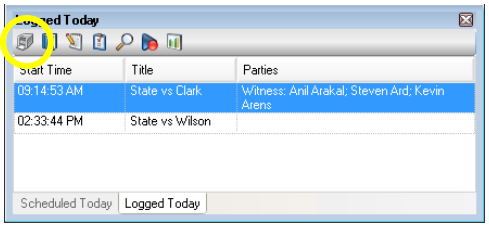
Printing reports can be performed from the **File Menu** Item as well as from each individual tool that has a print icon.

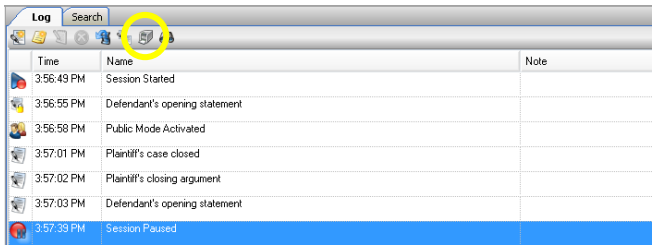
The **Session Log** can be printed for the *current session* from 3 locations, from the **File Menu Item**, **Logged Today Tool** and from the **Session Log Display** toolbar.



The file menu printing command will print the current days' sessions and related sessions.

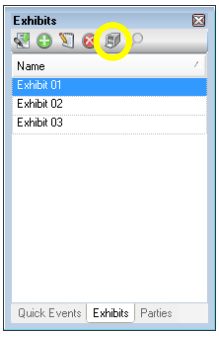
Logged Today printing will print the selected session. Which could be the current session.



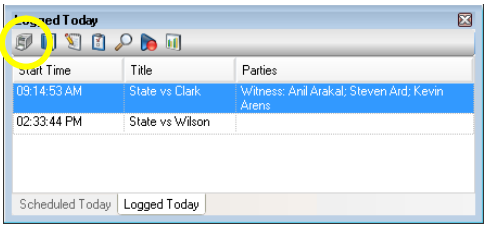


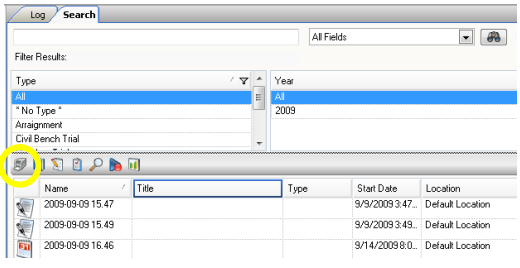
Session Log Display printing will print the current session up to the latest event.

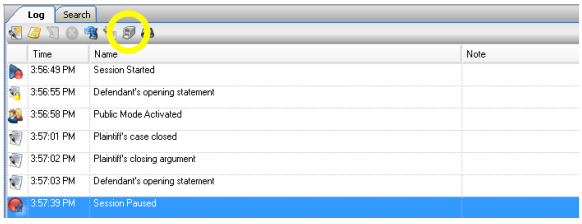
A **Parties List** or an **Exhibits list** can be printed from 5 locations; The **Parties** and **Exhibit** tools, **Search** tab, **Logged Today Pane** and the **Session Log Display** toolbar.



(Printing from the Parties and Exhibits tools will only allow printing of each individual list, no other options are available.)







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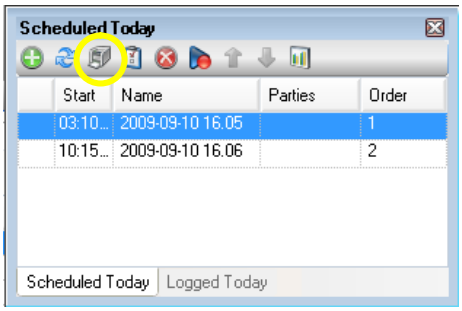
Schedules can also be printed by using the **Print** icon in the **Scheduled Today** tool.



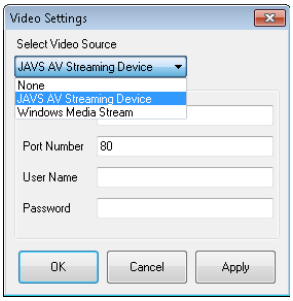
(for more detailed information see Detailed-Printing)

Utilities

JAVS AutoLog 7 provides many utilities to allow the user to configure and customize the way they do their job. Each utility discussed in this section may or may not be available to some users due to the individual rights assignments made by your administrator or IT department. This section will assume that the user has all user rights.

A/V Source Settings: The A/V Settings are accessible through the **Tools>Video** Menu Item or from the **Settings** icon on the **Video** toolbar.

Selecting the **Settings** icon will allow the user to set any of the available video parameters for the current system setup, i.e. Video card, streaming device or Windows Media streamer.



If a streaming device is selected you must provide an **IP address** and **Port** number. Check with your IT department for these parameters.

When the streaming device connects, tools will become available for **audio volume** and **audio mute**.

The video displayed in the window can be fit to the window size or can be made to maintain the correct aspect ratio through the use of the **Maintain Aspect Ratio** icon.

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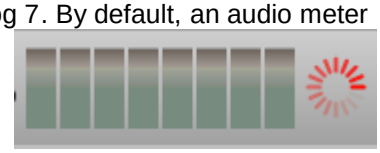
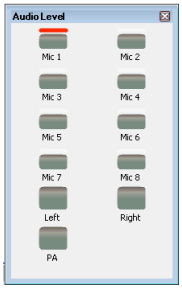
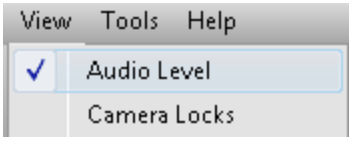
Audio Meter: There are two audio meters available in AutoLog 7. By default, an audio meter will always be present on the main toolbar, although, there is an alternate audio meter that is accessible through the **View** menu item.



This meter is for the user's convenience and is only provided for an alternate way of viewing the audio channels.

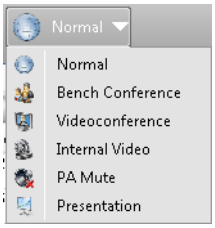




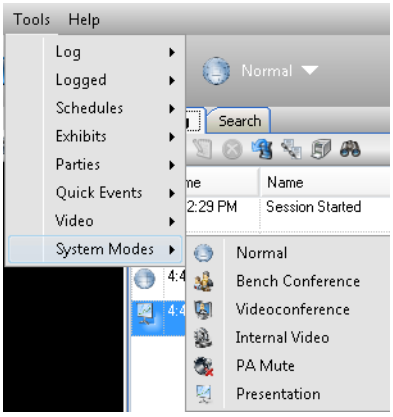
Note: Audio meters will only be available if your mixer supports them.

System Modes: System modes are defined as a pre-set configuration of cameras and microphones to be recorded at any one time. System Modes can lock specific cameras, mute specific microphones, or only include a specific number of cameras and microphones in the audio mixing and the video switching. System modes will be set up by your JAVS technician.

You can select a System Mode in one of 3 ways, through the **Modes Pull-down** on the Main Toolbar, through the **Tools** menu item, or you can view a set of Mode buttons if enabled in the **View** menu item **(View>System Modes)**.



Modes Pull Down



Tools Menu

Initiated from View Menu

Video Conference: (CT-4 Only)

Video Conference is considered a mode just like all other modes, with one exception, Video Conference can be initiated while in another mode. This function will allow the user to connect to a remote location while recording courtroom switching along with the video and audio from the remote location.

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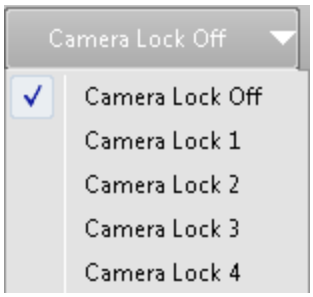
Camera Locks: (CT-4 only) Camera Locks give the user the ability to lock onto one camera.

You can control which cameras are active by accessing the Camera Locks function in the Main toolbar or by using the Camera Locks selection panel.
(**View>Camera Locks**)

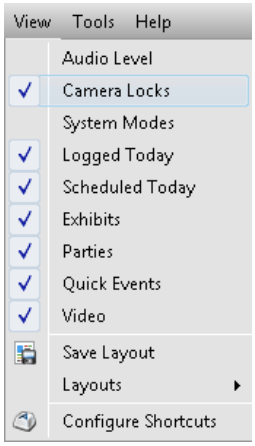


To switch to a specific camera using the toolbar buttons:

1. Press the Camera Locks drop-down menu in the Main toolbar.
2. Select the appropriate Camera. The chosen camera will automatically activate and only that camera will be recorded.
3. Select the Camera Lock button again to deactivate the camera lock and return to a normal switching mode.

To switch to a specific camera using selection panel:

1. Select the menu item **View>Camera Locks**. A Camera Locks button panel will open.



2. Select the Camera to lock to by pressing any of the camera lock buttons. The chosen camera will automatically activate and begin a video feed to the video window.
3. Select the camera lock button again to return the system to a normal switching mode.

NOTE: With the CT-4A system, camera locks and system modes override each other. For example, if you are currently in a private system mode such as bench conference and you elect to activate another camera, AutoLog 7 will automatically switch to the selected camera rather than stay locked in the private system mode. Conversely, if you've selected this camera and then click back to bench conference, the system will automatically return to the private system mode.

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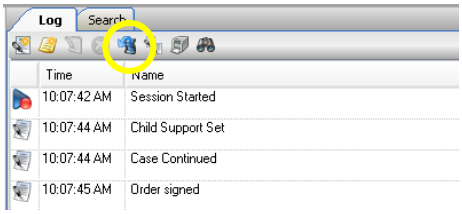
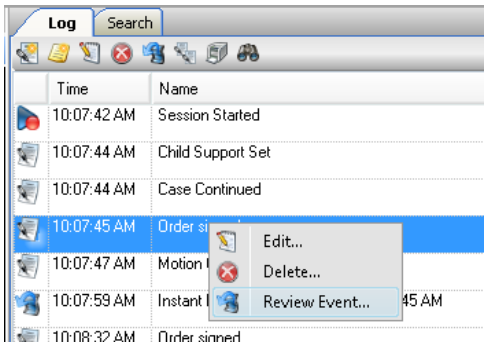
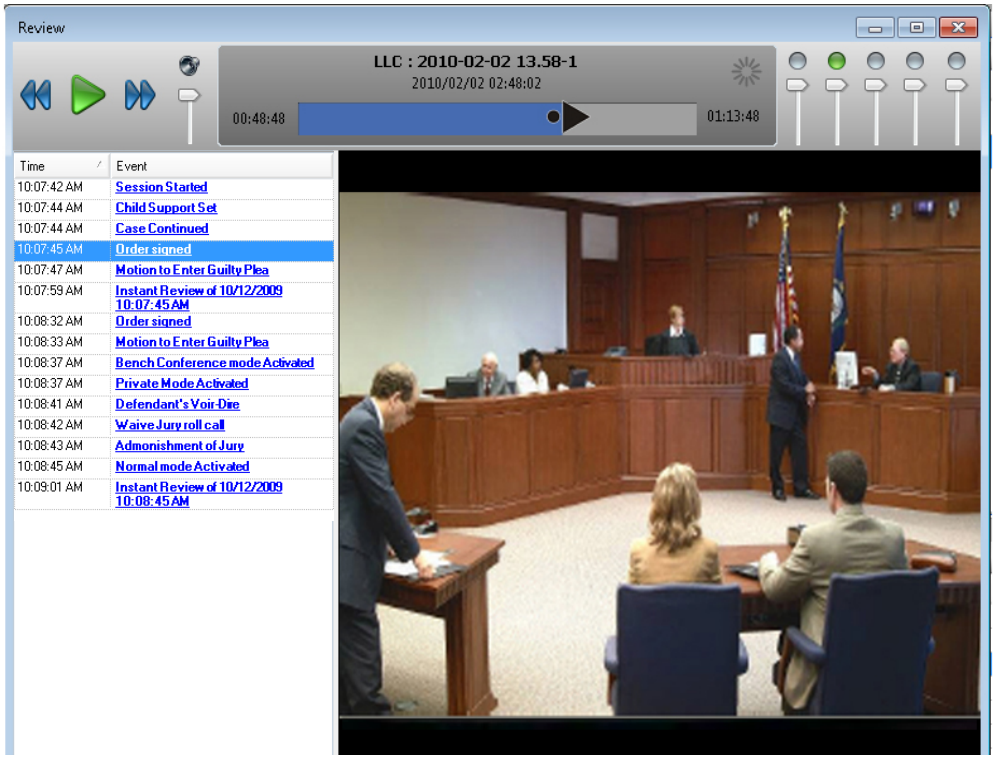
Review Event:

The Review Event function will allow the user to select an event in the session log and review the playback of that file from the log event chosen. You can initiate the Review Event from two locations, the **Review Event icon** on the main toolbar or by right clicking an event and selecting **Review Event**.





When initiated, JAVS Review will open in AutoLog 7 and start playing from the selected event.


Review
LLC : 2010-02-02 13.58-1
2010/02/02 02:48:02
00:48:48
01:13:48
Time
Event
10:07:42 AM Session Started
10:07:44 AM Child Support Set
10:07:44 AM Case Continued
10:07:45 AM Order signed
10:07:47 AM Motion to Enter Guilty Plea
10:07:59 AM Instant Review of 10/12/2009 10:07:45 AM
10:08:32 AM Order signed
10:08:33 AM Motion to Enter Guilty Plea
10:08:37 AM Bench Conference mode Activated
10:08:37 AM Private Mode Activated
10:08:41 AM Defendant's Voir-Dire
10:08:42 AM Waive Jury roll call
10:08:43 AM Admonishment of Jury
10:08:45 AM Normal mode Activated
10:09:01 AM Instant Review of 10/12/2009 10:08:45 AM

For more detailed operation, see JAVS Review Tool.

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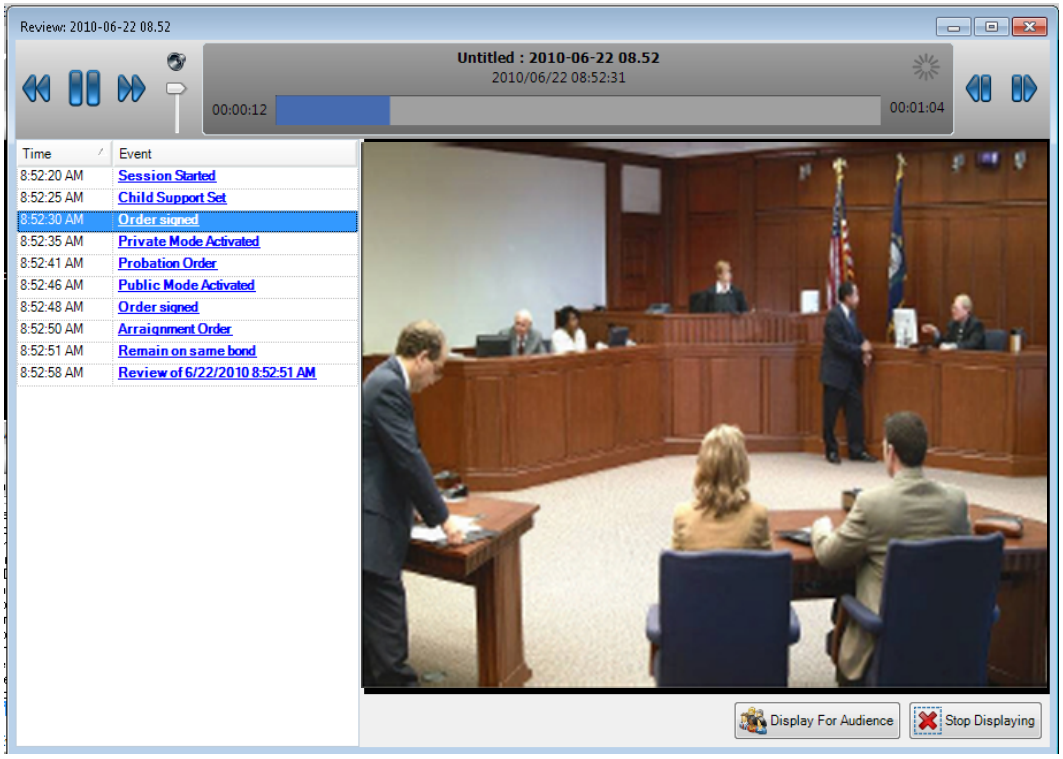
Advanced Review: (Optional)

Advanced Review refers to a JAVS hardware device. Initiation of Advanced Review is the same as with Review Event. The Advanced Review device is a hardware recorder that will alternately record the session to high quality MPG4 720X480 video files. These files can then be displayed on VGA monitor for the courtroom.



The Advanced Review, when initiated will open JAVS Viewer and include display buttons. When the Display For Audience button is selected, the playback of the session will be routed to the VGA monitor from the Advanced Review device. The Stop Displaying button will revert the VGA monitor to display only the Review Device clock. When finished reviewing, be sure to select **Stop Displaying** before closing JAVS Viewer.

For more detailed operation, see Advanced Review-Detailed.

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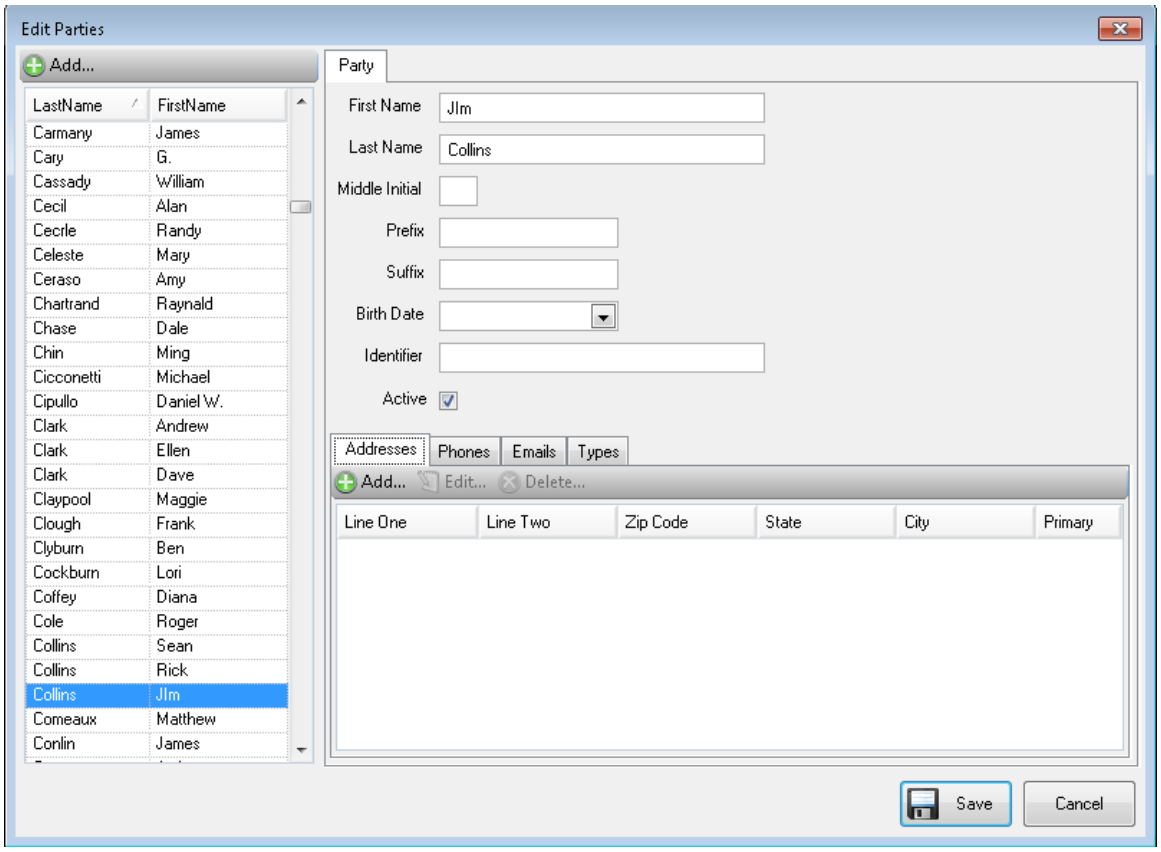
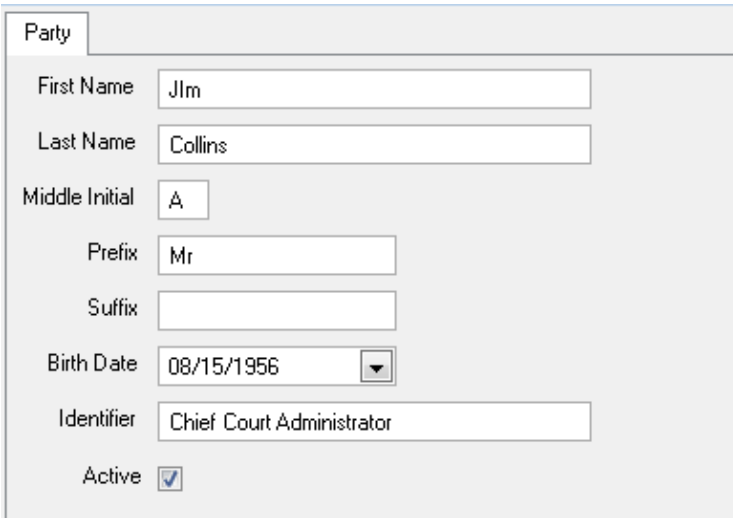
Edit Parties:

(**Edit>Edit Parties**)The Edit Parties window will allow the user to add parties and edit all parties' personal information as well as assign the party to one or more Party Types.



The **Edit Parties** window consists of a complete party list with the ability to sort by first or last name, an information pane (Party Tab) that will show the parties personal information and a set of tabs for **Addresses**, **Phone Numbers**, **E-mails** and **Party Types**.

The **Party** tab contains personal information about a party and you can type directly into the fields. The **Active** checkbox will allow that particular user to be found using the **Search** tool.



The **Identifier** field is for a personal label for that party and is used for information purposes only.

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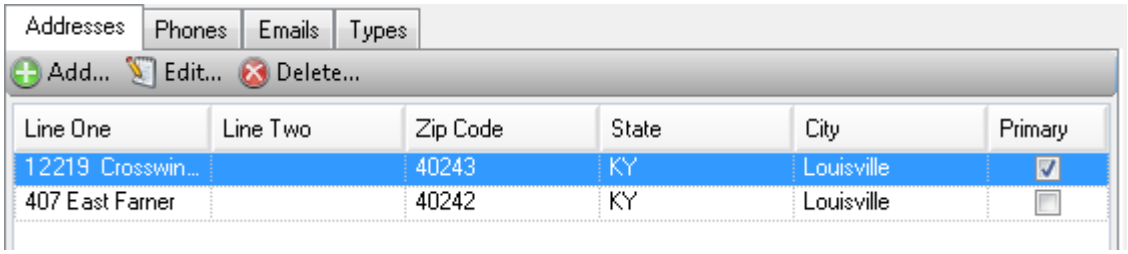
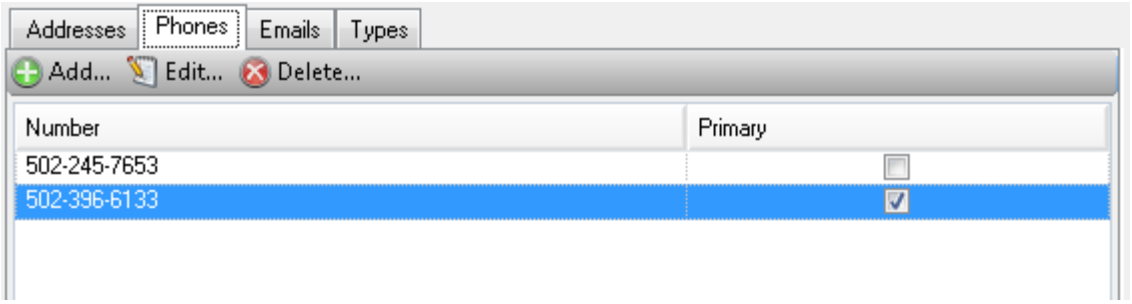
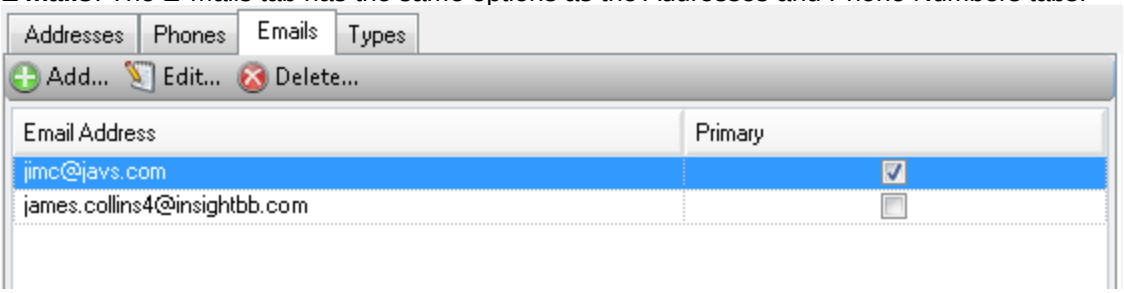
Addresses: Multiple addresses can be associated with any party and can be changed or deleted. A checkbox is provided to indicate the primary address.



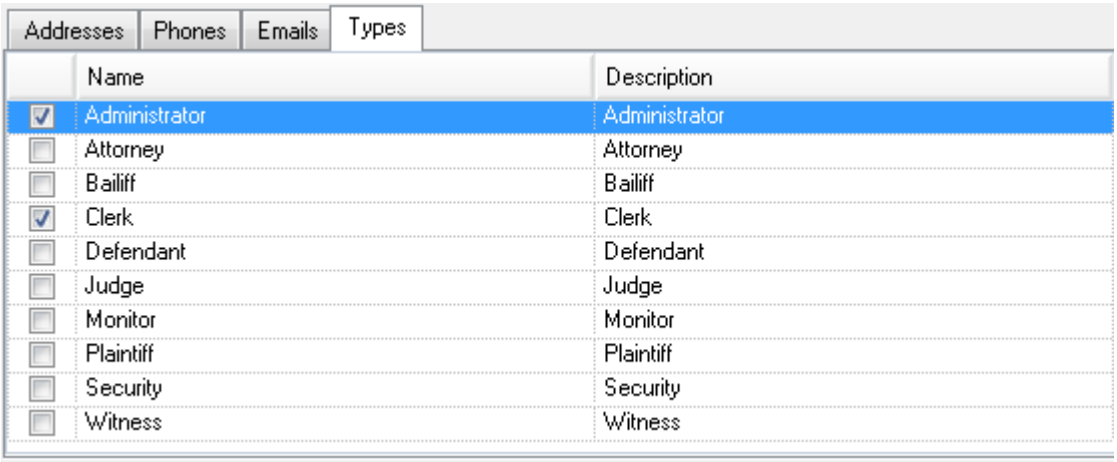
Phone Numbers: As with addresses, the Phones tab can have multiple phone numbers and has a checkbox for the primary phone number.



E-mails: The E-mails tab has the same options as the Addresses and Phone Numbers tabs.



Types: the **Types** tab will allow the user to assign each party to any one or multiple session groups. This party is assigned as an administrator and a clerk.



Press the **Save** button to save any changes and exit **Edit Parties**.

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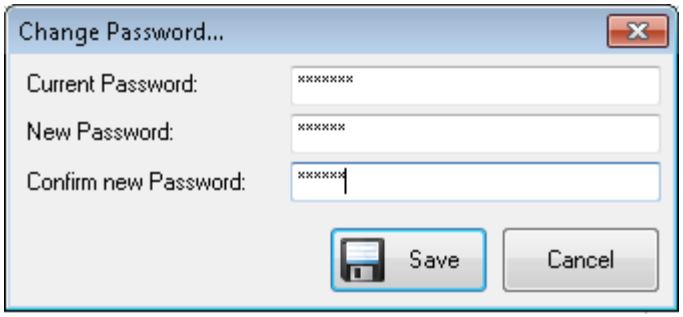
Change Password: (**Edit>Change Password**) The Change Password command allows the user to change their current password. Type in your current password, then your new password and confirm. When the **Save** button is pressed the new password has been activated. This password will not take effect until the user has logged in again.

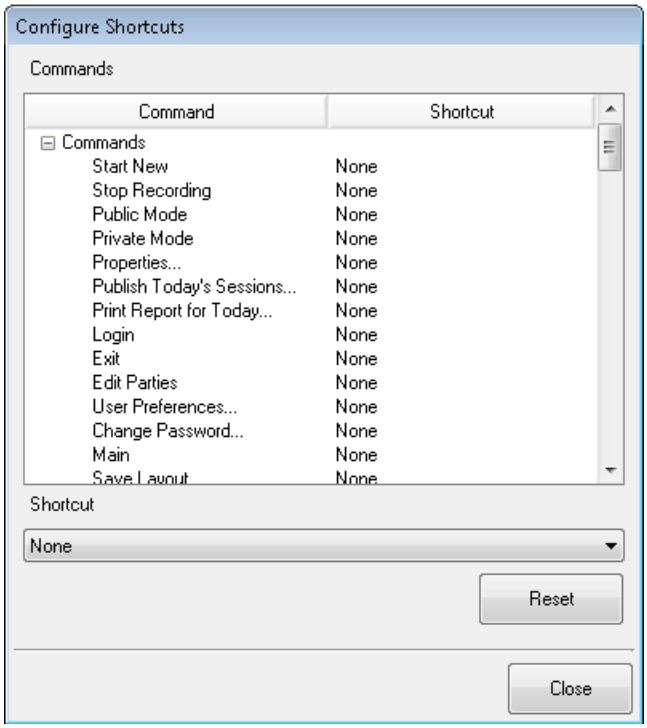


Configure Shortcuts: (**View>Configure Shortcuts**) JAVS AutoLog 7 gives the user the ability to map the keyboard with shortcuts for their most commonly used commands with user configurable hotkeys. Once configured, the programmed keys will be saved for each AutoLog 7 user.

The Configure Shortcuts command is accessible through the **View >Configure Shortcuts** menu item.

To configure keyboard shortcuts:

1. Select the menu item **View>Configure Shortcuts**.
2. The **Configure Shortcuts** window will open.



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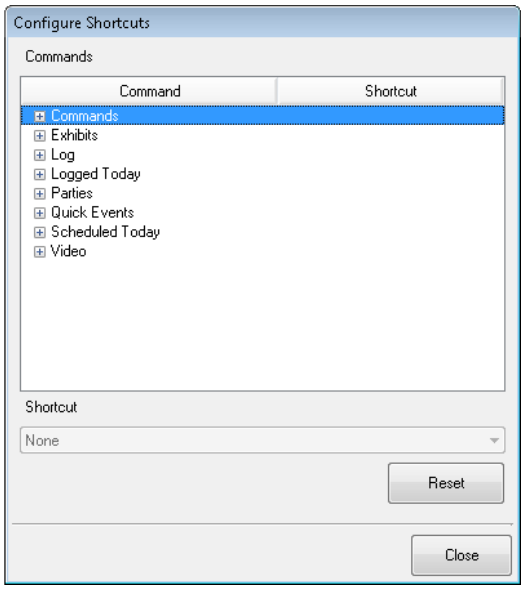
3. Due to AutoLog 7 using common commands throughout the interface, the Configure shortcuts window is categorized into 5 tools. Each category has a tree structure with related commands for that tool.



The **Commands** tree will display all commands from the Main Menus.

The **Exhibits** tree will display commands from the Exhibits Tool.

The **Logged Today** tree will display commands from the Logged Today Tool.

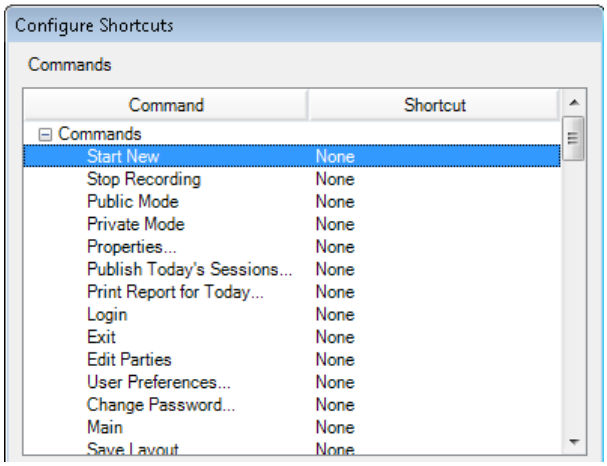
The **Parties** Tree will display commands from the Parties Tool.

The **Quick Events** tree will display commands from the Quick Events Tool.

The **Scheduled Today** tree will display commands from the Scheduled Today Tool.

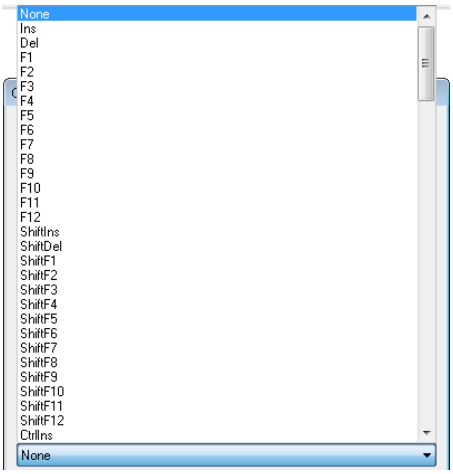
The **Video** tree will display commands from the Video Tool.

4. Open any tree structure you want to configure shortcuts for.



5. Select any command in the tree structure you want to create a shortcut.

6. Use the **Shortcut pull-down** to select a keyboard command.



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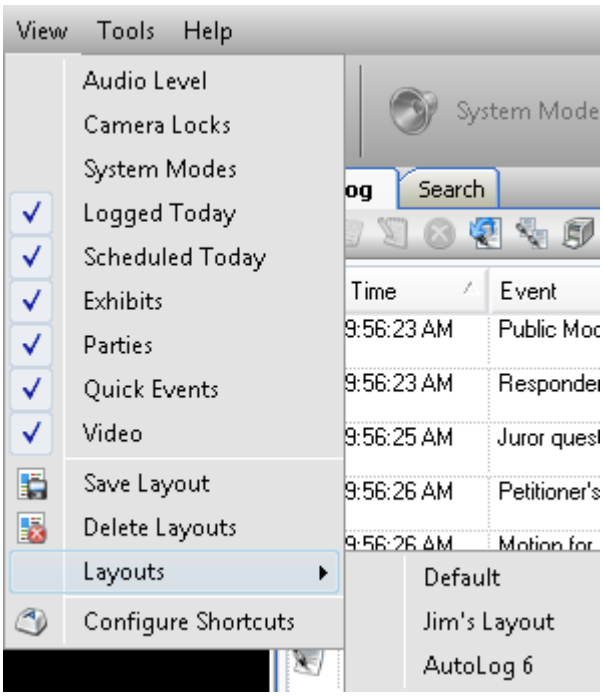
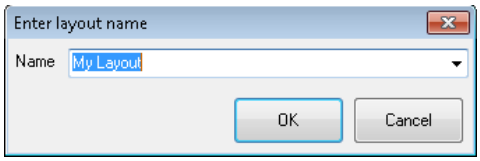
7. You can use the **Reset** button to set all commands to **None** selection.

8. Select the **Close** button and your keyboard shortcut is configured.

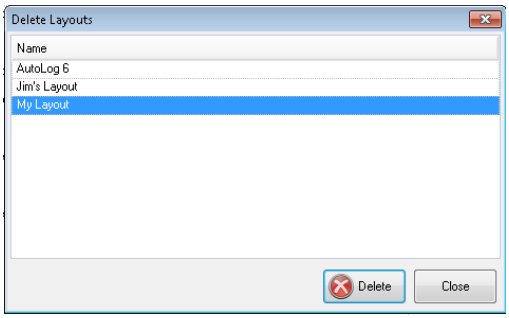
Layouts: (**View>Layouts**) The **View Layouts** command will allow the user to define their own way of laying out the windows and tools in AutoLog 7. These layouts can be saved and recalled for later use, depending on your particular session function at the time.



1. Layout the windows in AutoLog that suites your working needs.
2. Select **View>Save Layout**. The Enter layout name window opens.



3. Type in the Name of your layout and press OK.
4. Remove any layout by selecting **View>Delete Layouts**.
5. The delete Layouts window will open.
6. Select any layout in the list and press the **Delete** button.
7. When finished, press the **Close** button.



Note: When saving a layout you can save over a pre-existing layout. Caution, there is no confirmation for overwriting a layout.

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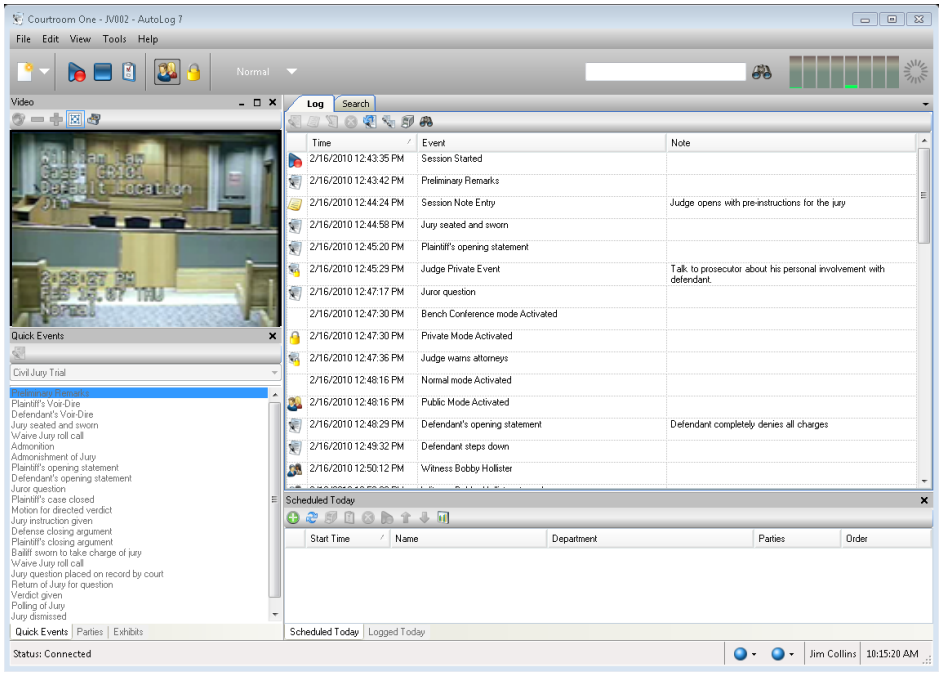
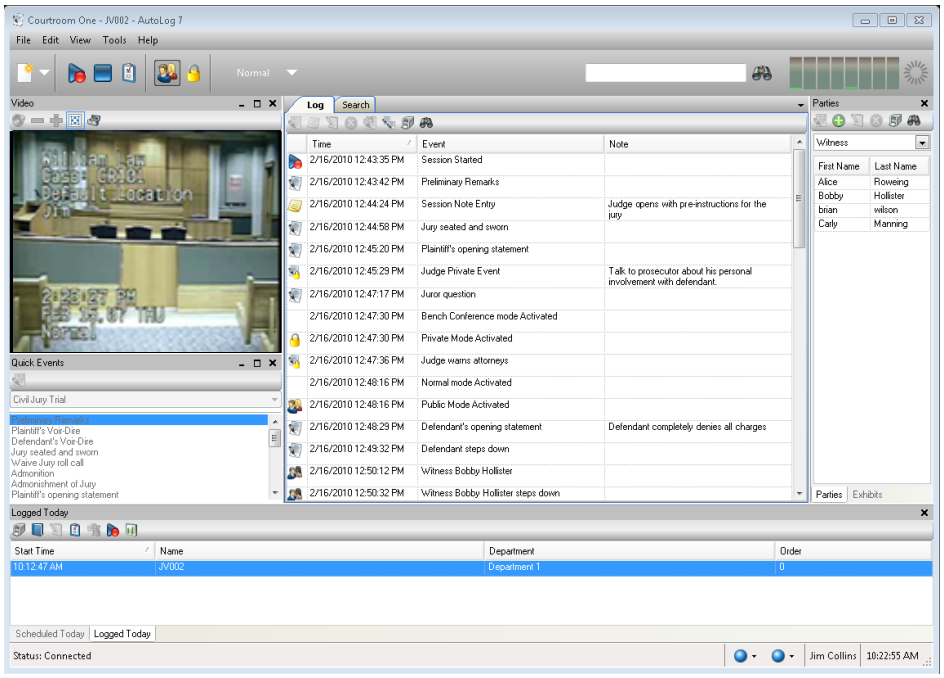
AutoLog 7 is shipped with a default layout only, but you can save as many layouts as you wish.


Courtroom One - JV002 - AutoLog 7
File Edit View Tools Help
Normal
Video
Log Search
Time Event Note
2/16/2010 12:43:35 PM Session Started
2/16/2010 12:43:42 PM Preliminary Remarks
2/16/2010 12:44:24 PM Session Note Entry Judge opens with pre-instructions for the jury
2/16/2010 12:44:58 PM Jury seated and sworn
2/16/2010 12:45:20 PM Plaintiff's opening statement
2/16/2010 12:45:29 PM Judge Private Event Talk to prosecutor about his personal involvement with defendant.
2/16/2010 12:47:17 PM Juror question
2/16/2010 12:47:30 PM Bench Conference mode Activated
2/16/2010 12:47:30 PM Private Mode Activated
2/16/2010 12:47:36 PM Judge warns attorneys
2/16/2010 12:48:16 PM Normal mode Activated
2/16/2010 12:48:16 PM Public Mode Activated
2/16/2010 12:48:29 PM Defendant's opening statement Defendant completely denies all charges
2/16/2010 12:49:32 PM Defendant steps down
2/16/2010 12:50:12 PM Witness Bobby Hollister
Quick Events
Civil Jury Trial
Plaintiff's Voir-Dire
Defendant's Voir-Dire
Jury seated and sworn
Waive Jury roll call
Admonition
Admonishment of Jury
Plaintiff's opening statement
Defendant's opening statement
Juror question
Plaintiff's case closed
Motion for directed verdict
Jury instruction given
Defense closing argument
Plaintiff's closing argument
Bailiff sworn to take charge of jury
Waive Jury roll call
Jury question placed on record by court
Return of Jury for question
Verdict given
Polling of Jury
Jury dismissed
Quick Events Parties Exhibits
Scheduled Today
Start Time Name Department Parties Order
Scheduled Today Logged Today
Status: Connected
Jim Collins 10:15:20 AM

Default Layout AutoLog 7


Courtroom One - JV002 - AutoLog 7
File Edit View Tools Help
Normal
Video
Log Search
Parties
Witness
First Name Last Name
Alice Roweing
Bobby Hollister
brian wilson
Carly Manning
Time Event Note
2/16/2010 12:43:35 PM Session Started
2/16/2010 12:43:42 PM Preliminary Remarks
2/16/2010 12:44:24 PM Session Note Entry Judge opens with pre-instructions for the jury
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2/16/2010 12:47:30 PM Private Mode Activated
2/16/2010 12:47:36 PM Judge warns attorneys
2/16/2010 12:48:16 PM Normal mode Activated
2/16/2010 12:48:16 PM Public Mode Activated
2/16/2010 12:48:29 PM Defendant's opening statement Defendant completely denies all charges
2/16/2010 12:49:32 PM Defendant steps down
2/16/2010 12:50:12 PM Witness Bobby Hollister
2/16/2010 12:50:32 PM Witness Bobby Hollister steps down
Quick Events
Civil Jury Trial
Plaintiff's Voir-Dire
Defendant's Voir-Dire
Jury seated and sworn
Waive Jury roll call
Admonition
Admonishment of Jury
Plaintiff's opening statement
Parties Exhibits
Logged Today
Start Time Name Department Order
10:12:47 AM JV002 Department 1 0
Scheduled Today Logged Today
Status: Connected
Jim Collins 10:22:55 AM

Custom Layout by User

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Undockable Windows

AutoLog 7 allows the user to arrange the tool windows or tabs to any layout you choose. By selecting the particular windows header bar or tab, the window can be pulled from its current location and placed in another location. Double clicking the header or tab will also undock that window to the previously positioned location or upper left of the screen if it has never been moved.

There are two methods for moving and sizing windows:

Docked Method:

The docked method will allow you to use the docking controls to lock a window into place once it has been moved. By selecting the window header or tab, move the window to the area of the screen you want and roll over the docking controls. The controls will allow you to go left, right, up or down and a highlighted area will appear indicating where the window will be positioned. If you position over the center of the docking control, the window will be placed as a tab in that particular window. The windows can be resized by holding the mouse pointer over the edge of a window until the pointer turns into a resize cursor. Click and drag to the size you want.

Undocked method:

The undocked method will allow the user to move a tool window or tab to any position on the screen and be free floating. By selecting the window header or tab, move the window to the area of the screen you want and release the mouse, the window has been repositioned.

NOTE: Double-clicking on a window header will re-dock the window to the last docked position. Conversely, double-clicking on a docked window header will place it in the last free floating position.

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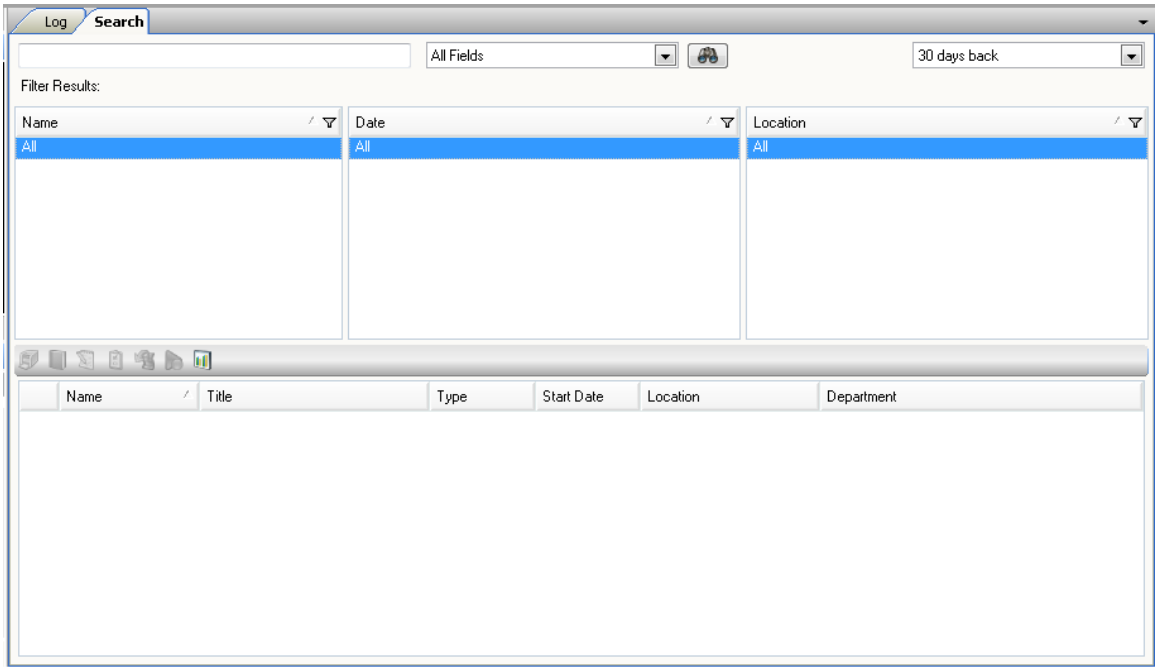
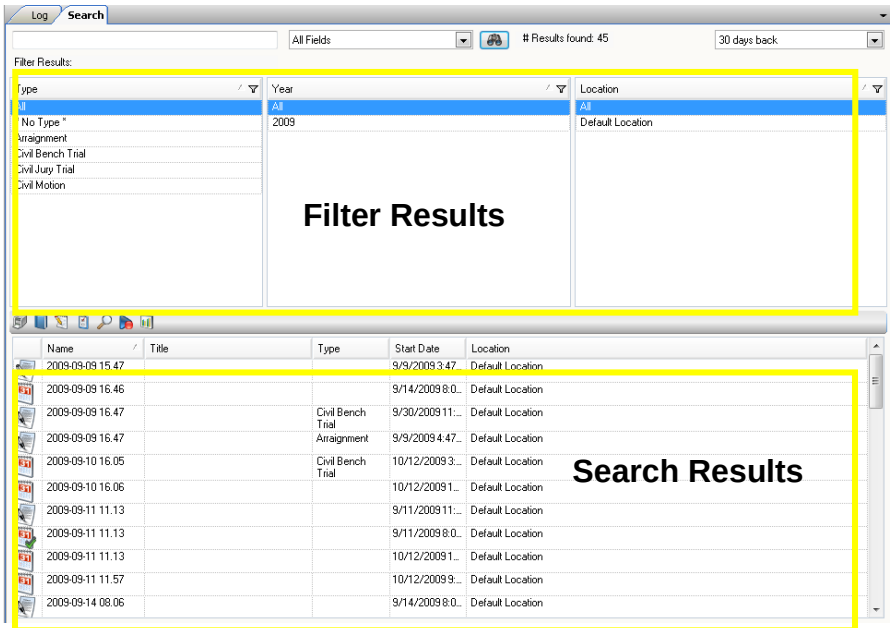
Search Tool

The Search Tool will allow the user to locate any session in the database by a number of criteria and filters. Once a session is located, tools are provided for viewing, editing, publishing and printing. The Search Tool will also allow the user to start a located session and change its session
properties.



When selecting the **Search Tool** for the first time, a blank window will appear with the default category of **All Fields.** When the search button is pressed, all sessions in the database will appear in the **Search Results** list. In the **Filter Results** field, you can filter your search by a number of selections.



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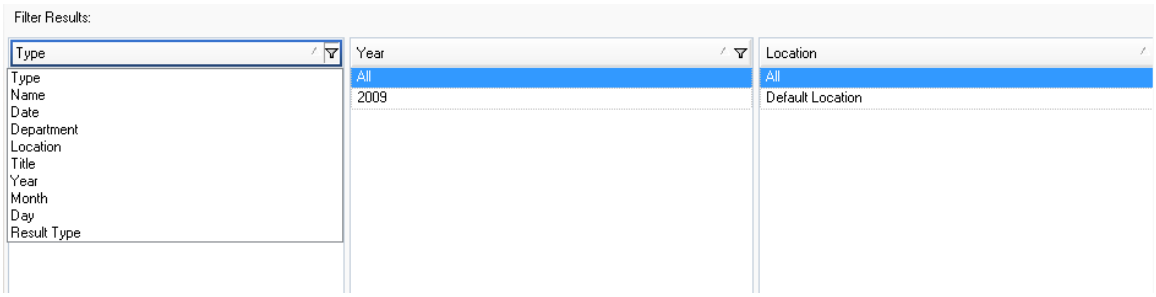
The **Filter Results** pane will allow you, from left to right, to filter your search by any of the available pull-downs. There are 2 icons over each field, **Sort** Icon and **Selection** Icon.

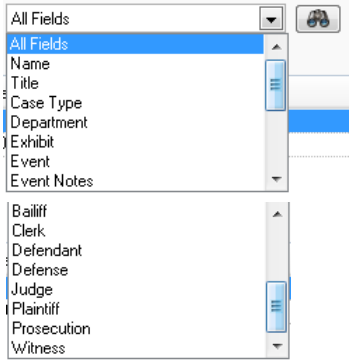
The **Sort** Icon will allow you to arrange your selections alpha-numerically.

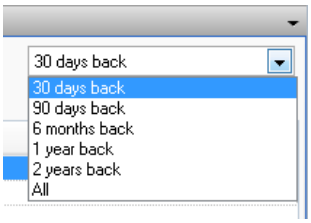
The **Selection** Icon will allow you to select a filter for your search results.

Each filter has the same selections to allow you to drill down to minimize the amount of results in the **Search Results** field. The Default Filter Results are Type, Year and Location. Although these filters can be customized by your JAVS technician and may appear differently than in this manual, they will perform in the same manner.

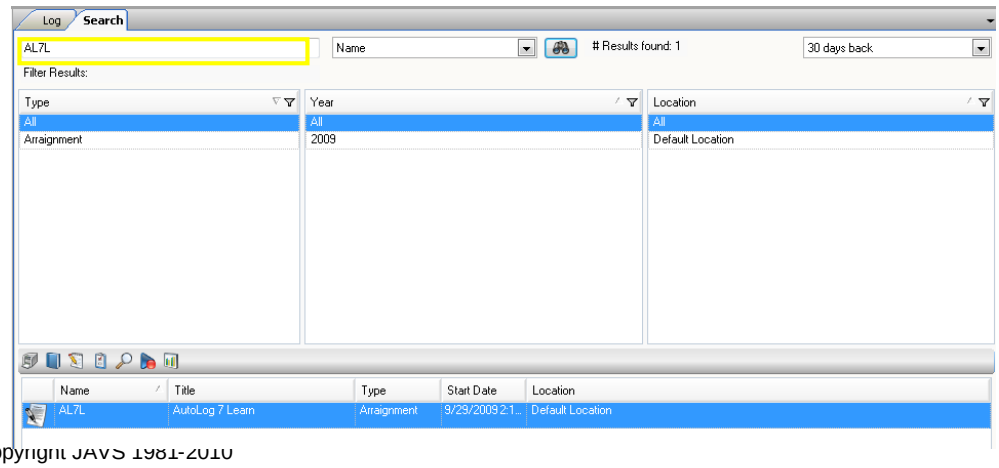


The Search tab **Category Selector** pull-down also contains multiple categories you can search in as well as a filter for how far back in time you wish to search.





Along with the **Category Selector** pull-down, there is also a **Criteria text** field so you can really narrow your results. Type in the information you know, select a category from the pull-down and press **Search**. (see Detailed-Search Tool).



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Group Security Rights

Each user is assigned a user name and password. Each user can be given all or limited user rights. Group Security Rights give the ability to use certain functions in the AutoLog 7 application or can be used to limit the use of certain functions. Security Rights are set up by your JAVS technician upon installation of the system and are assigned by your administrator.

Group Security Rights are broken down into 5 types (see the JAVS SiteManager User Manual): Administrator, Advanced, Basic, Standard and Sealed. Each user type will be assigned through JAVS SiteManager by your JAVS technician.

Department Filtering: Department filtering allows users to have access to specifically assigned departments. Departments are created in JAVS SiteManager and users are assigned to those departments. A user can be assigned to all departments or a select few and are set up by your JAVS technician. Once assigned to a department, the user will only have availability to those sessions that are a part of their particular department(s). If Department Filtering is not desired and multiple departments are set up, then all user must be assigned to all departments in JAVS SiteManager or If departments are created, do not assign any department to the session when starting a new session. These two methods will allow all users to have access to all departments.

Sealed Sessions: Sealed Sessions is a Security Right and can only be sealed and accessed by those users that have been given that right. Once a user has the Sealed Session right they will have the ability to assign a sealed property to any session through the New Session window.

Back to:

Getting Started

Detailed-New Session

Detailed-Session Properties

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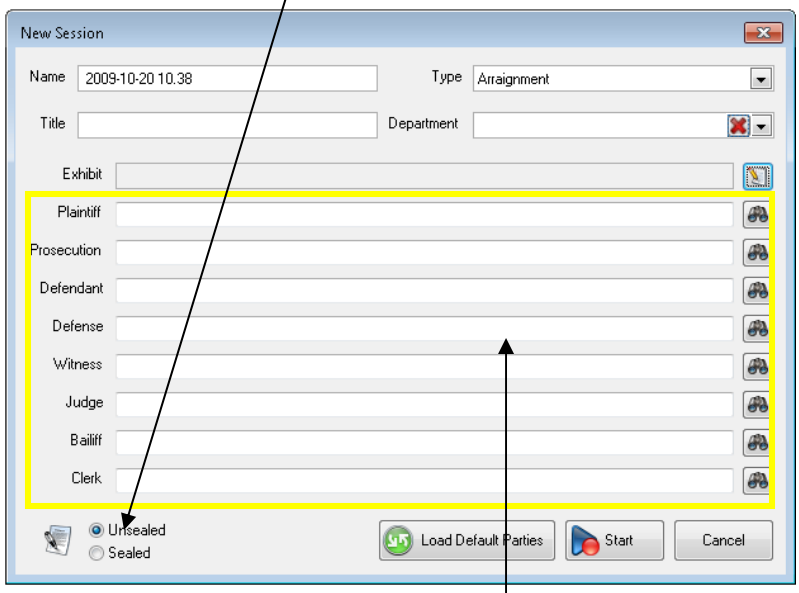
Detailed Operation

New Session

New Session allows the user to select a session type and define the parameters for the session such as Session Name, Session Title, Session Department and Session Type. The New Session window also consists of pre-determined **Session Group Fields** associated with the selected Session Type. If you are assigned the Sealed User Right, the **Sealed/Unsealed** selections will be present. (see Group Security Rights).



Session Group Fields

To start a new session:

1. Select a new session type through the menu item **File>New** and select a session type. You can also use the **New Session** icon located on the **Main Tool Bar**.

2. The **New Session** window will open with all of the session group fields associated to that session. These party fields can be different for each Session Type and is setup by your JAVS technician.

3. In the **Name** field, give the session a name or number that will uniquely identify the session. In the case of a court proceeding, this will be the case number. Or you can accept the auto generated number and change the **Name** field later.

4. Use the **Title** field to give the session a title.

5. The **Type** field will be set by the type of session you selected. This field can be changed at any time.

6. The **Department** field will allow you to select which department that this session is a part of. (see Department Filtering).

7. If you are prepared, you can now enter **Parties** and **Exhibits** that will be a part of this session. If not, then press the **Start** button and your session will begin.

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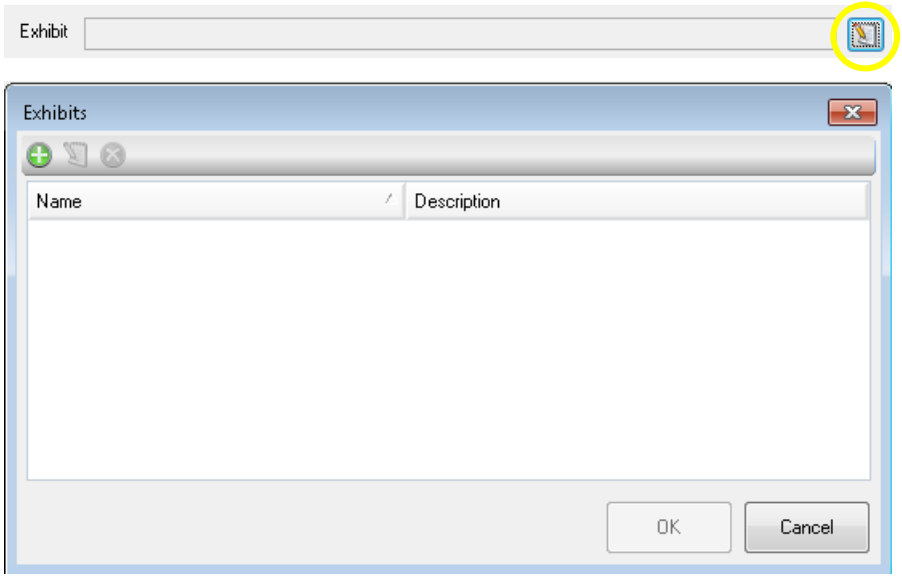
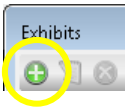
Parties and Exhibits

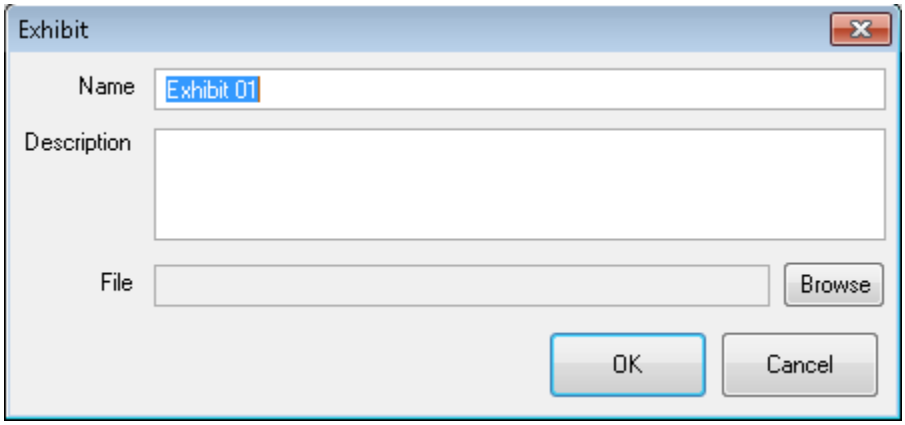
Entering Exhibits

1. Select the Icon to the right of the **Exhibit** field and the **Exhibits** window will open.



2. Press the **Add** icon and the **Exhibit** window will open.





3. You can choose to accept the auto-generated text or type in your own name in the **Name** field.

4. If needed, give the Exhibit a description in the Description field.

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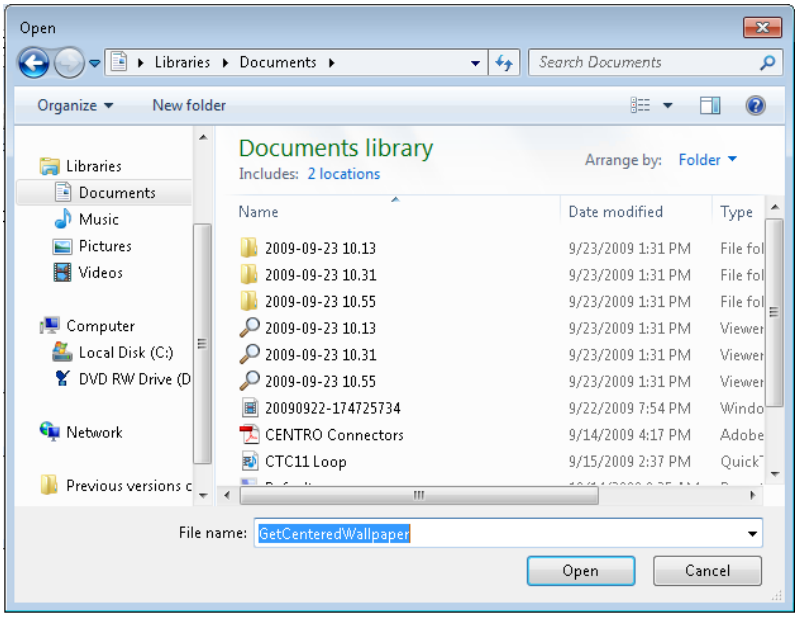
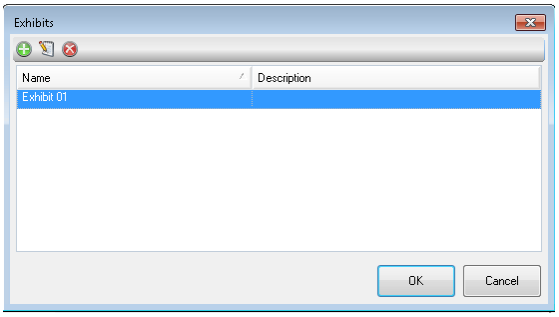
5. If there is a file associated with the exhibit, such as a picture file or a presentation file, you can select the **Browse** button. The **Open dialog** will appear and allow you to locate your file. When located, press the **Open** button. Your file will appear in the **File** field.



Note: The file size limit for any attached file is 10 Megabytes.

6. Press the **OK** button in the **Exhibit** window and your exhibit, with its description, will appear in the **Exhibits** window. Two other icons now become available.



7. Use the **Edit** icon to change the information in the selected exhibit.

8. Use the **Delete** icon to remove a selected exhibit from the session.

9. Press the **OK** button in the **Exhibits** window and you will return to the New Session window.

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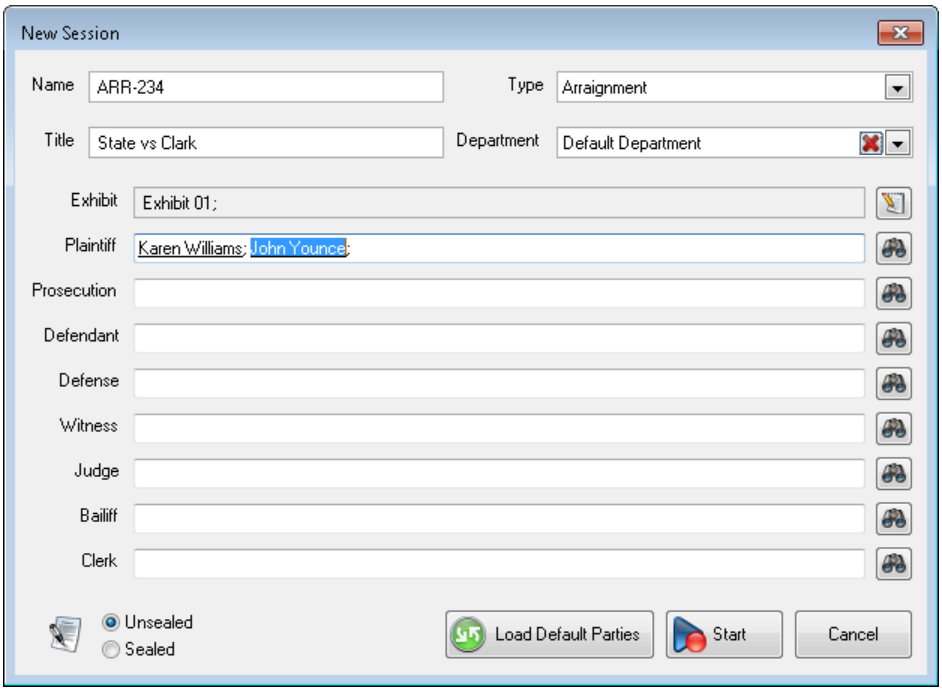
Entering Parties

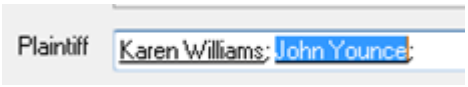
Parties are assigned to a Session Group and can belong to multiple Session Groups. Any name that appears in any of the session group fields belong to that group, therefore, the party's name could appear in more than one group field.

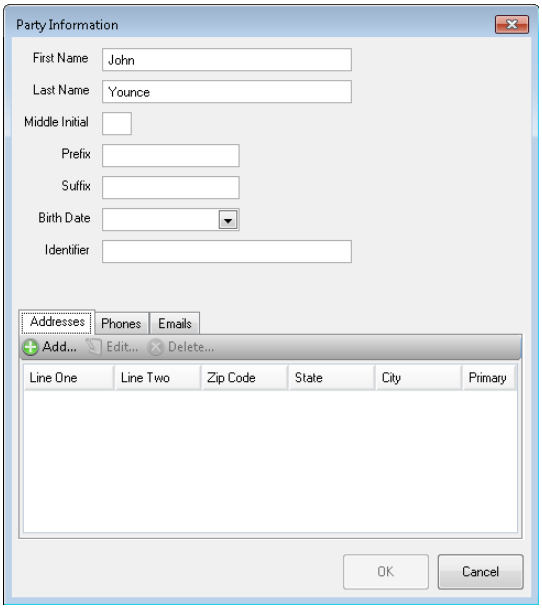
Parties associated with the case will be entered through the session group fields. You can enter the name of the party by directly typing into the appropriate group field. If more than one name is to be typed, place a semi-colon between each name.

1. Type in a name or names in one of the session group fields.



2. If you wish to add personal information at this time you can double-click on one of the name links and the **Party Information** window will open.





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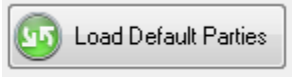
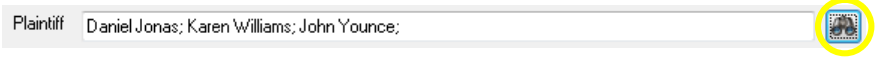
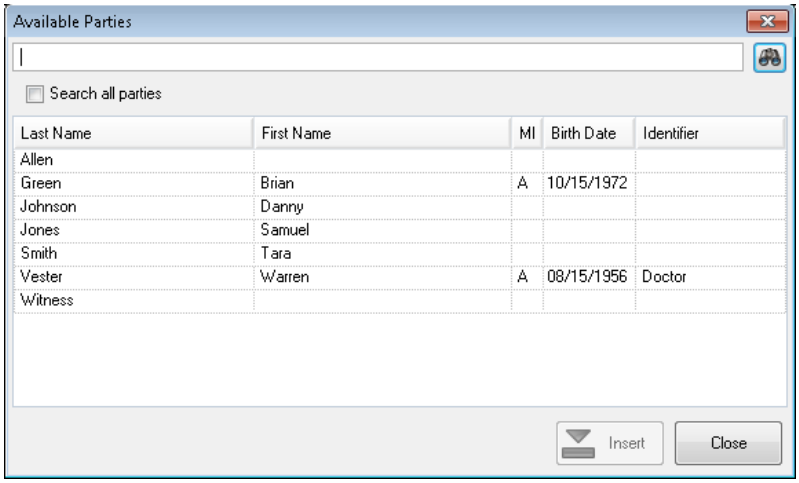
3. If you have personal default parties already set, you can press the **Load Default Parties** button and your personal parties will be loaded. (see User Preferences-Party Defaults).



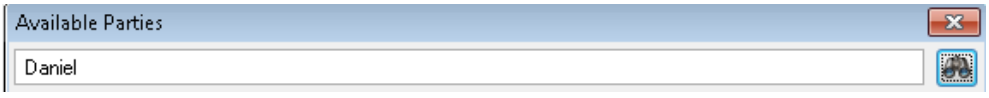
4. If some parties are already in the database, you can find them by pressing the **Search** button to the right of the field. The **Available Parties** window will open. This window will show a list of parties that have already been assigned to this group.

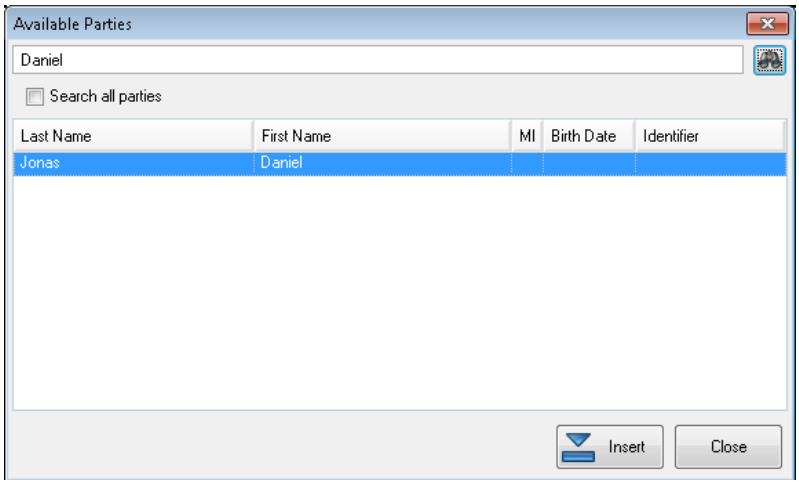




5. Select a party and press the **Insert** button, or simply double-click on the party. Once a party is selected they will be moved from the list to the appropriate session group field.

6. To search for a specific name in this group, type in the name or part of the name in the **Search Field** and press the **Search** button.





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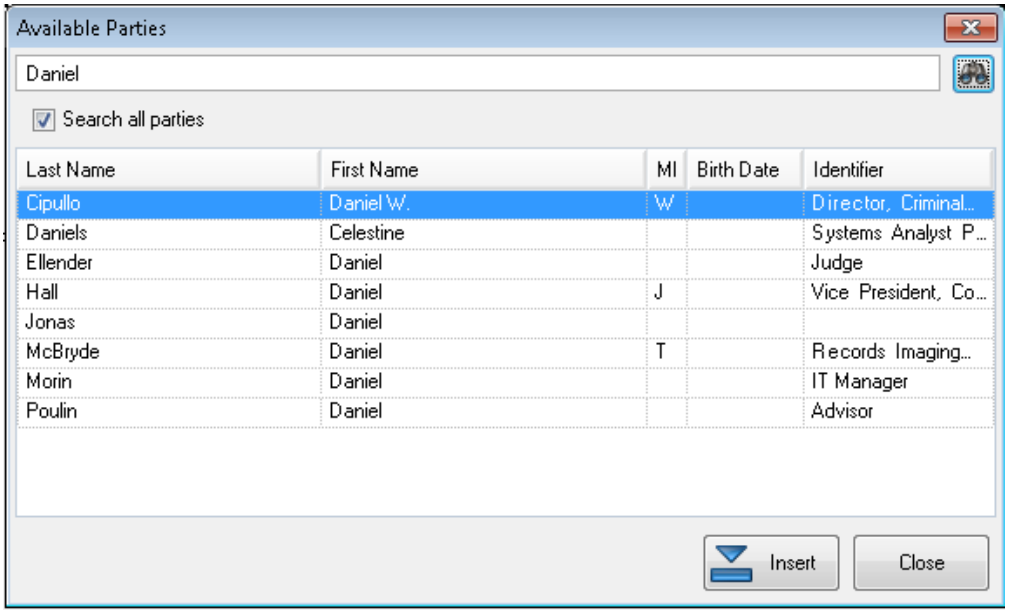
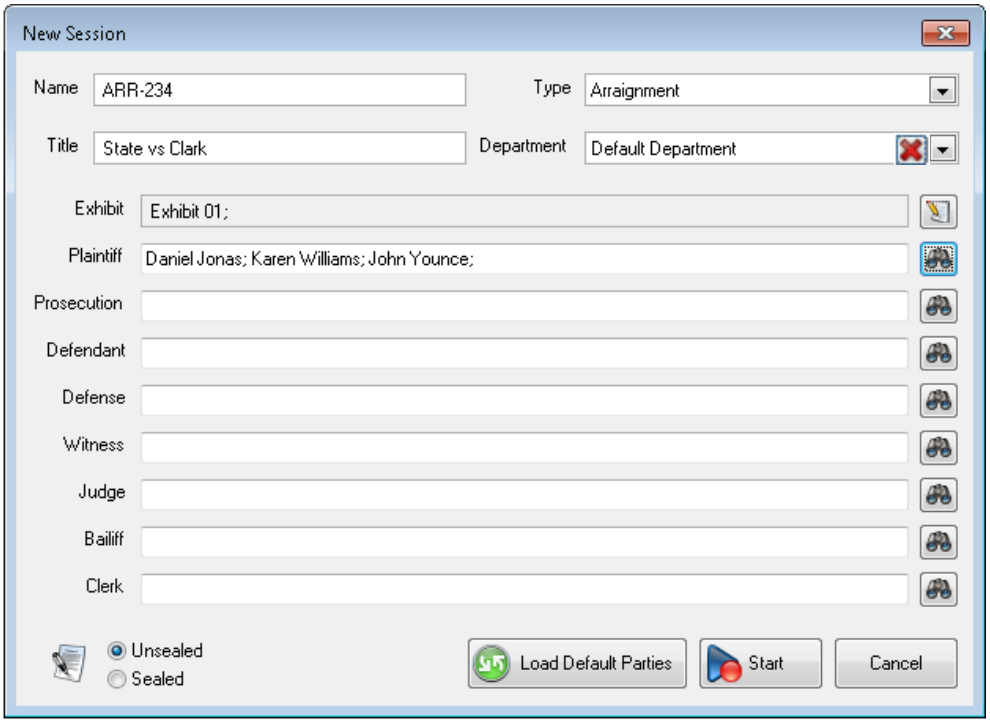
7. To search the database for all parties, in any group, select the **Search All Parties** checkbox and then press the **Search** button. (Selecting a party from another group will include that party in the new group as well as their original assigned group).



8. When finished selecting parties, press the **Close** button and you will return to the **New Session** window.



9. All parties are entered into their respective session group fields in the same manner.

10. Press the **Start** button and your session will begin.

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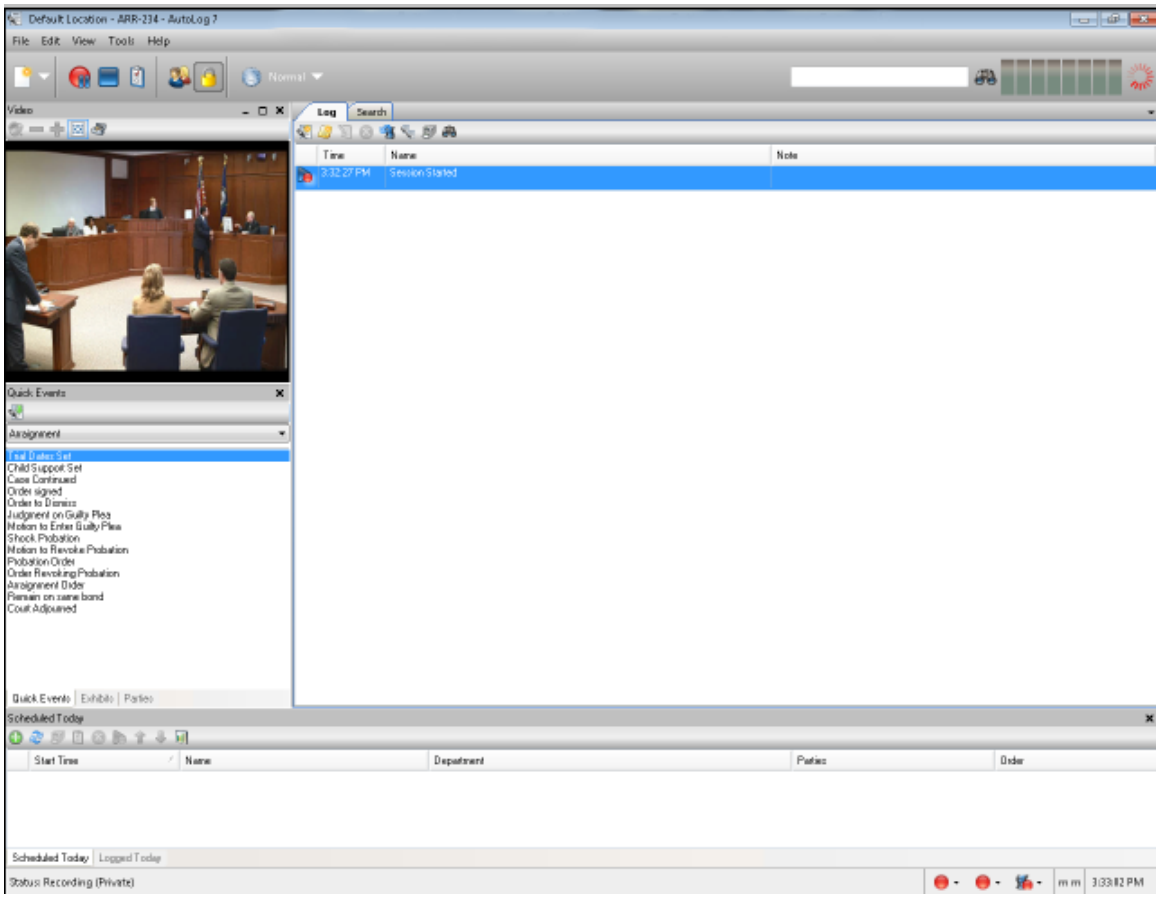
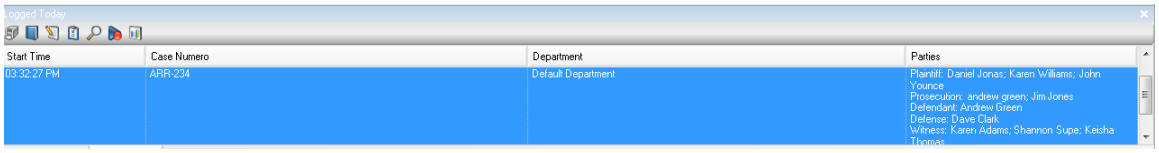
Logging

Once a session has been started. AutoLog 7 will make the first log entry of **Session Started**. A log entry can consist of any event in any Quick Events, Exhibits or Parties tools. A log event could be a note or a system message. Events are displayed in the **Log tab** of AutoLog 7.



When **Record** is initiated, the Session is displayed in the **Logged Today** list.



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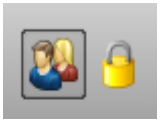
Logging with the Quick Events Tool:

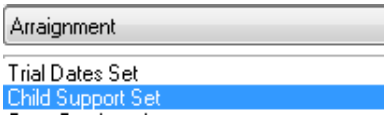
When a Session Type is selected, AutoLog 7 will display the Quick Events menu(s) that is associated with that Session Type.

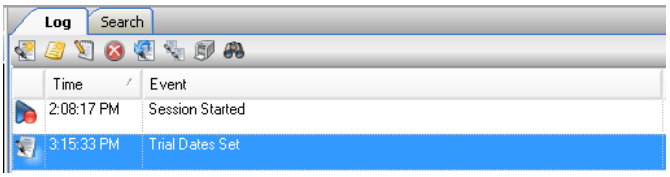
8. Ensure you are in the Mode you wish to be in, i.e. Public/Private.



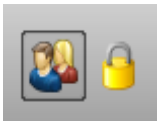
Public Private

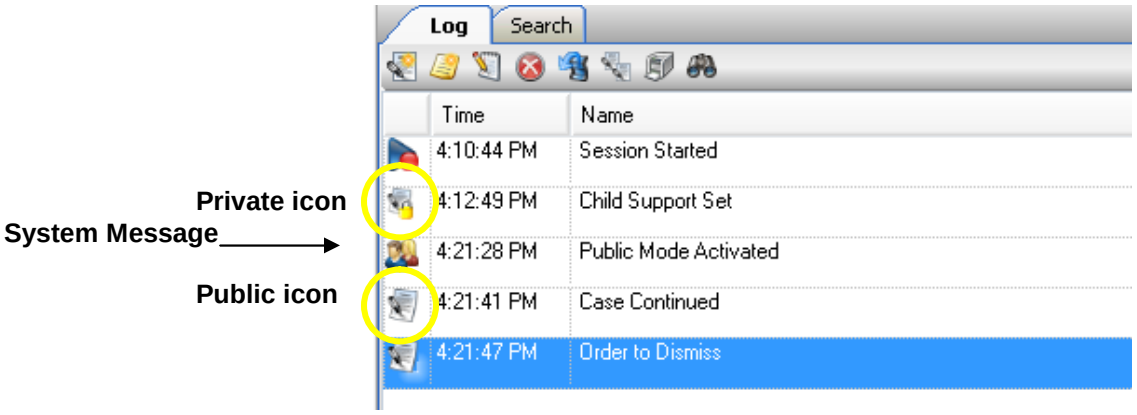
9. Double-click on any Quick Event, or select any event in the **Quick Events Tool** and press the enter key on the keyboard, and the event will be time stamped and entered into the log display. As you double-click each event, AutoLog 7 will advance to the next event for easy entry.





10. Select the Public or Private mode buttons on the main menu and a log entry (**System Message**) will be made and the log display icon will change to the appropriate mode symbol. Each subsequent event will also have the appropriate mode icon.





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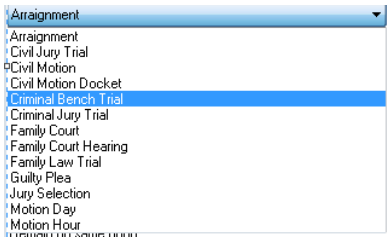
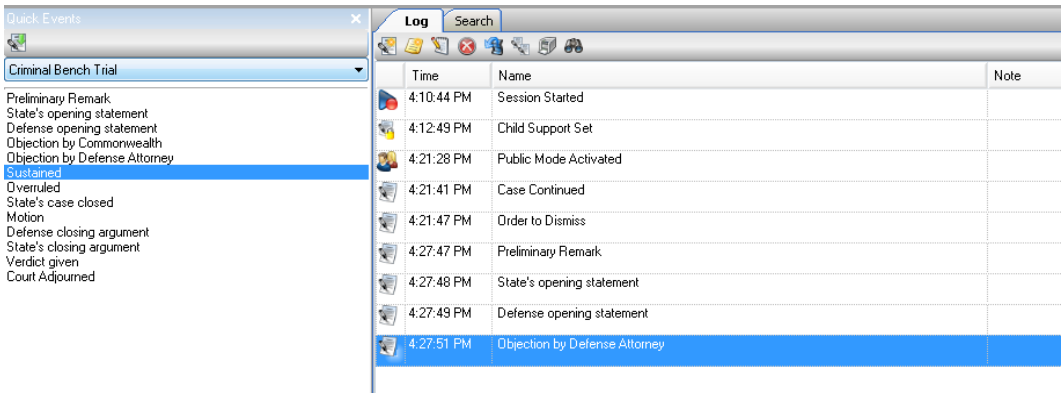
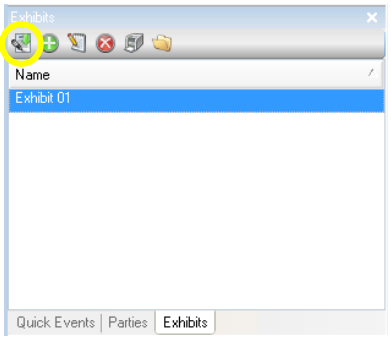
11. Select a different menu by selecting the pull-down arrow and a new list of events will be available for logging. All Quick Events menus will be available during any recording session. Global Multiple Quick Events can be assigned to a session type through SiteManager during installation, see your administrator. Personal Quick Events can be created and assigned through User Preferences.



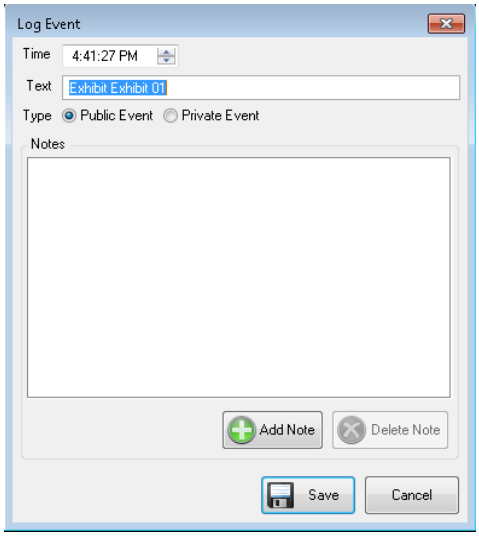


Logging with the Exhibits Tool:

The Exhibits Tool will show a list of exhibits associated with the session. The exhibit can be entered through the **New Session** dialog (see Entering Exhibits) or with the **Add** icon located in the Exhibit tool. If a file is associated with the exhibit, the **Open** icon will become available on the Exhibits Tool toolbar; press this icon to view the file.



1. Double click on the exhibit or press the **Enter Into Log** icon in the Exhibit Tool list and the **Log Event window** will open.



2. Change the text of the Exhibit name by typing in the **Text** field.

3. Choose whether the event will be Public or Private using the **Type** radio buttons.

4. The **Time** field can be changed to any time between the start time and current time.

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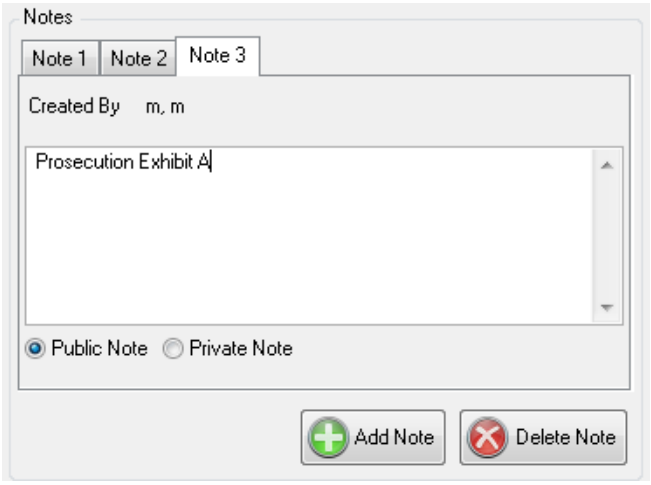
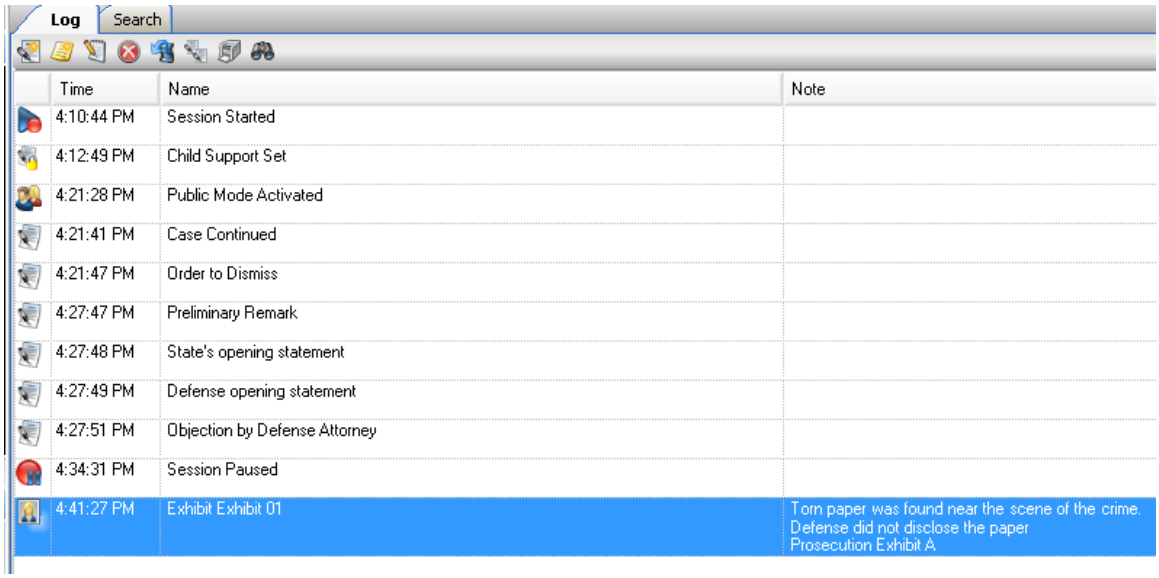
5. Add a note or multiple notes by pressing the **Add Note** button, the notes pane will become active with label tabs for each note added.



6. Type in the note text and select whether the note will be Public or Private by using the **Public/Private** radio buttons.

7. Press the **Save** button in the **Log Event** window and you will return to the main display with a log entry of an exhibit with the associated notes.


Log
Search
Time
Name
Note
4:10:44 PM Session Started
4:12:49 PM Child Support Set
4:21:28 PM Public Mode Activated
4:21:41 PM Case Continued
4:21:47 PM Order to Dismiss
4:27:47 PM Preliminary Remark
4:27:48 PM State's opening statement
4:27:49 PM Defense opening statement
4:27:51 PM Objection by Defense Attorney
4:34:31 PM Session Paused
4:41:27 PM Exhibit Exhibit 01
Torn paper was found near the scene of the crime.
Defense did not disclose the paper
Prosecution Exhibit A

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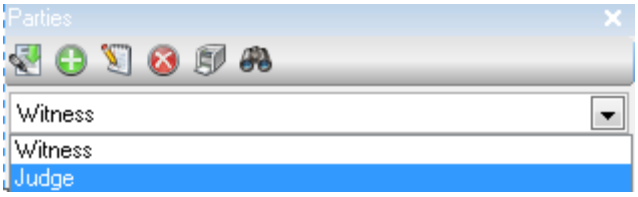
Logging with the Parties Tool

The **Parties Tool** will show a list of parties associated with the session. The parties can be entered through the **New Session** dialog (see Entering Parties) or with the **Add** icon located in the **Parties Tool**. The Parties Tool will also show all groups that have been made logable. Logable is defined as any Party, Exhibit or Event that can be entered into the log with a time stamp.

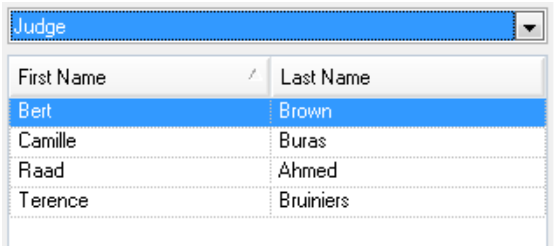
Once a group has been made logable, a set of reasons (log event text) can be associated with that group. Logable groups and reasons are set in SiteManager by your JAVS technician.

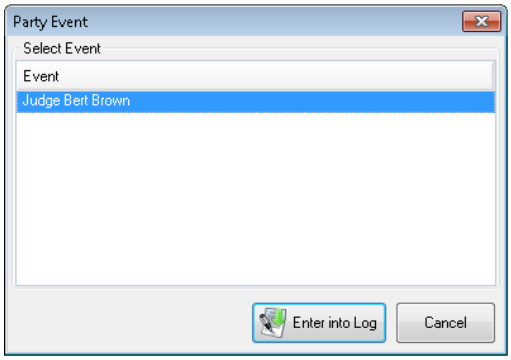
1. Start a session and ensure a judge has been assigned. (See New Session)

2. Select the **Parties** tool and select a group to log from. Witnesses and Judges have been made logable for this example



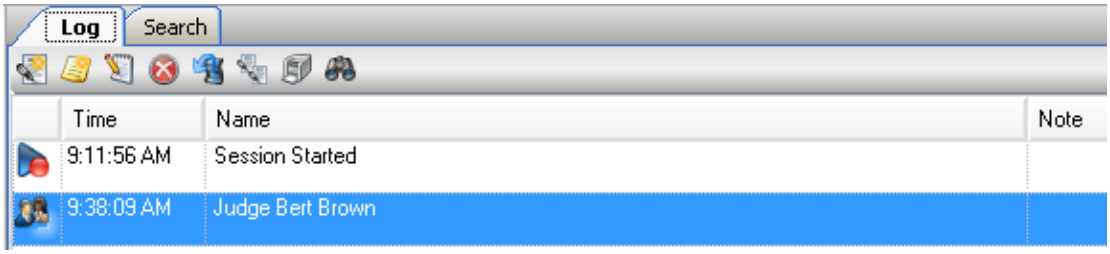
3. Under the **Judges** group, select a name in the list and double-click. The **Party Event** window will open. Since no reasons were created for this group, you will only have one default event, the persons name.





4. Select the event and press the **Enter into Log** button or simply double-click on the event.

5. The party will appear in the log display as an event. This event can be edited like any other event.



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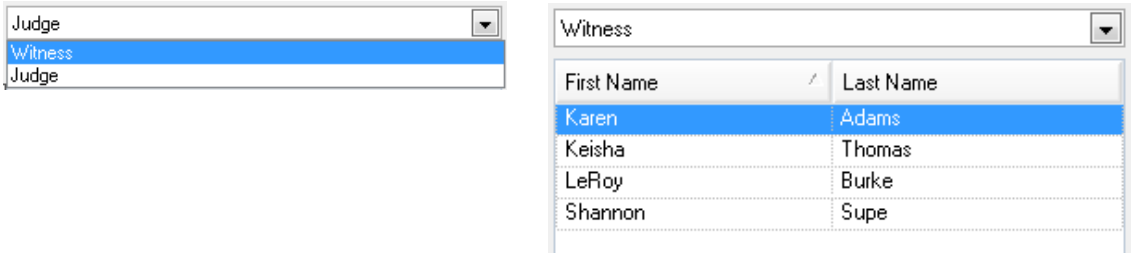
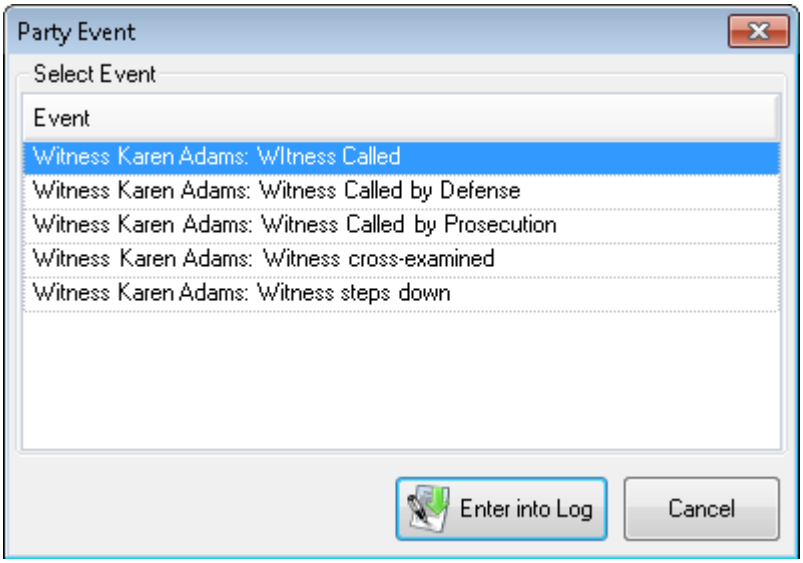
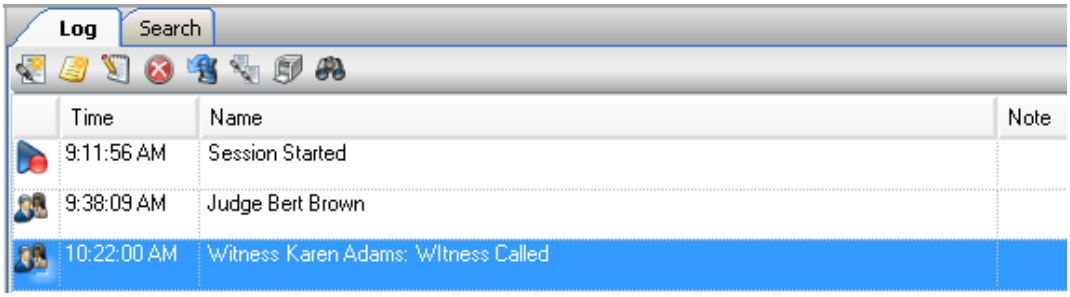
6. Select the **Witness** group and double-click a parties name.



7. The **Party Event** window will open. Multiple reasons have been created for this group and will appear in the log display when selected.



8. Select any event in the Party Event list and press the **Enter into Log** button or simply double-click. The event will appear in the log display.



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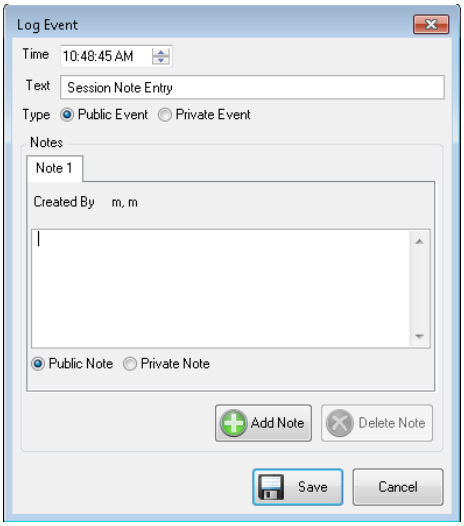
Logging with Custom Events

Custom events are defined as events entered into the log in the form of a generic note or log event. There are two ways to enter customs events, **New Note** and **New Log Event**.

New Note: The New Note command is used for quick entry of notes and has a default label of Session Note Entry. The New Note command is accessed through the menu item **Tools>Log** or is an icon located on the Log Toolbar. By initiating a New Note command, the Log Event window will open with a New Note tab and the focus on the Notes field.

Type in your note and select whether the event and the note will be Public or Private.

Press the **Save** button and the New Note entry will appear in the log display with the associated note in the notes column.



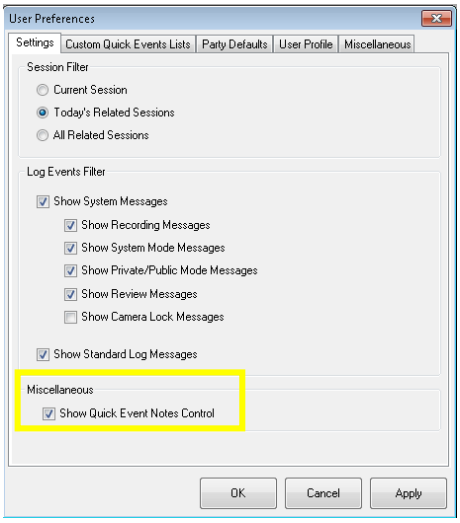
10:32:18 AM Witness LeRoy Burke: Witness steps down
10:32:21 AM Exhibit Exhibit 01
10:48:45 AM Session Note Entry
Judge requested that all exhibits be labeled as A-Z

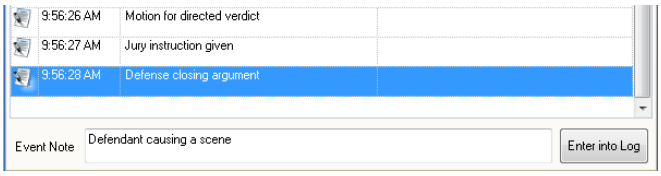
Note: The Text field and the Time fields can also be changed.

Quick Notes Tool

An alternate method of adding a New Note is performed using the Quick Notes Tool. The Quick Notes tool is activated by selecting Edit>User Preferences-Settings tab.

Once activated, a text field will appear at the bottom of the Log Display. Type in your note and press **Enter into Log**.




9:56:26 AM Motion for directed verdict
9:56:27 AM Jury instruction given
9:56:28 AM Defense closing argument
Event Note
Defendant causing a scene
Enter into Log

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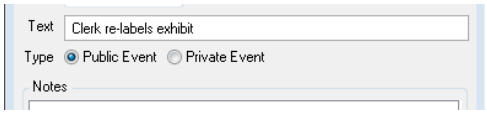
The note will appear in the Log Display as "**Session Note Entry**" with the note you typed in the **Note** field. This note can be edited and deleted like any other event.

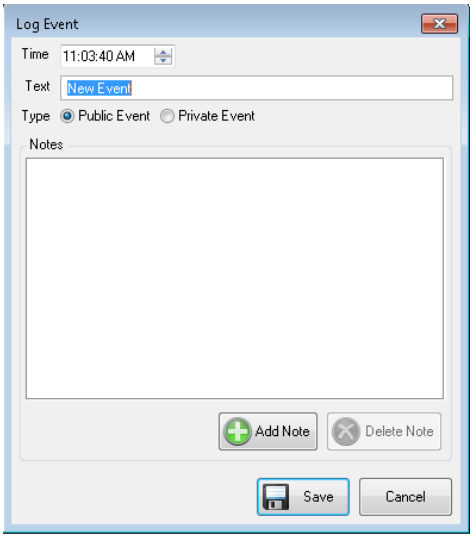
New Log Event: The New Log Event command is used for quick entry of an event that needs to have custom text in the event. The New Log Event command is accessed through the menu item **Tools>Log** or is an icon located on the Log Toolbar. By initiating a New Log Event command, the Log Event window will open with focus on the Text field.

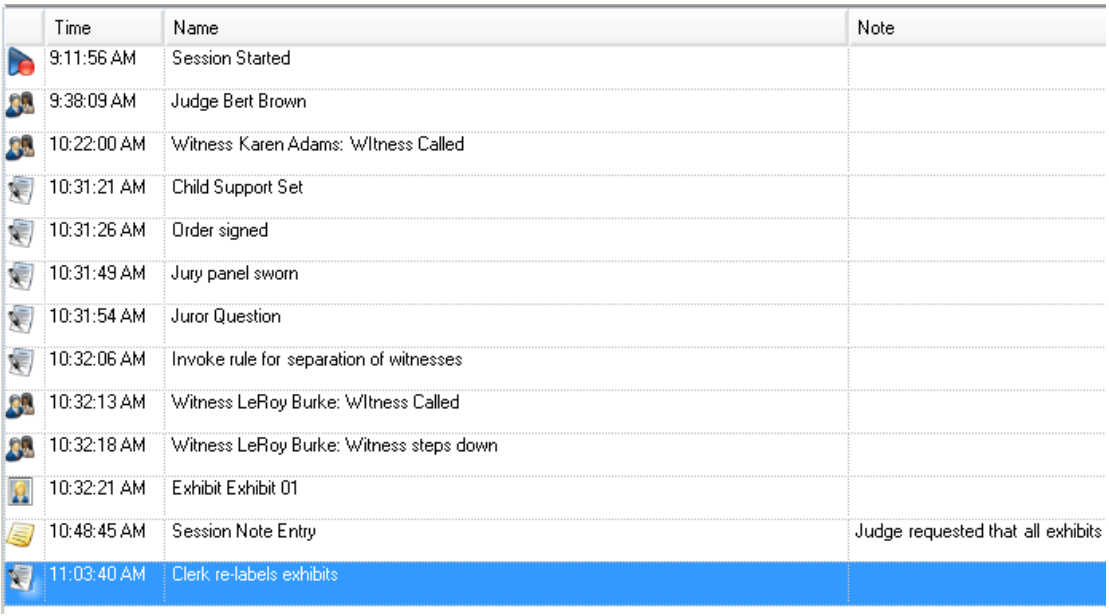
Type in the event text and select whether the event will be **Public** or **Private.**



You can add a note to the event by pressing the **Add Note** button. Press the **Save** button.

The Event will appear in the Log Display with the new event text





	Time	Name	Note
	9:11:56 AM	Session Started	
	9:38:09 AM	Judge Bert Brown	
	10:22:00 AM	Witness Karen Adams: Witness Called	
	10:31:21 AM	Child Support Set	
	10:31:26 AM	Order signed	
	10:31:49 AM	Jury panel sworn	
	10:31:54 AM	Juror Question	
	10:32:06 AM	Invoke rule for separation of witnesses	
	10:32:13 AM	Witness LeRoy Burke: Witness Called	
	10:32:18 AM	Witness LeRoy Burke: Witness steps down	
	10:32:21 AM	Exhibit Exhibit 01	
	10:48:45 AM	Session Note Entry	Judge requested that all exhibits
	11:03:40 AM	Clerk re-labels exhibits	

Note: New Note and New Log Events can be edited like any other event. You can change any or all of the parameters within the Log Event window.

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Managing Sessions

AutoLog 7 has many features that allow the user to manage the information in the Log Display, Scheduled Today Tool, Logged Today Tool, as well as managing parties and exhibits.

All information in each session is stored in the database and will assist you in locating sessions for Review, Printing and Publishing, editing session logs and changing session properties.

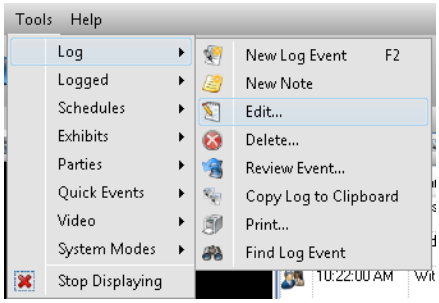
Session Log:

A session log is a compilation of events, people and exhibits. Each of these are connected to the session and can be manipulated in several ways. Each non-system event in the Session Log can be edited or deleted and a complete printout of the session can be produced. A session can also be published to a particular location or optical media.

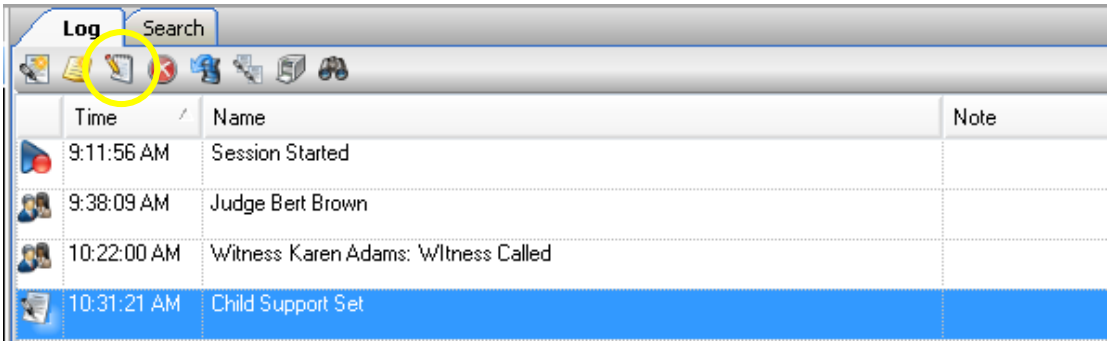
Editing a log event

1. Select a log event in the session log and do one of the following;

   A. Select the menu item **Tools>Log>Edit**.

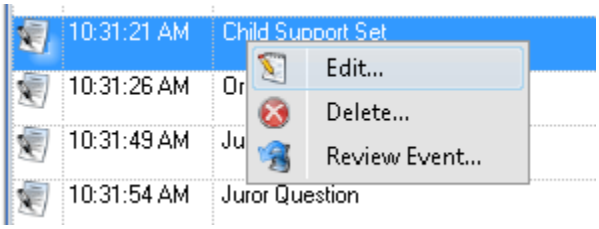


   B. Select the **Edit** icon on the Log Tab toolbar.



   C. **Double-click** the event to be edited.

   D. Right click the event and select **Edit**.



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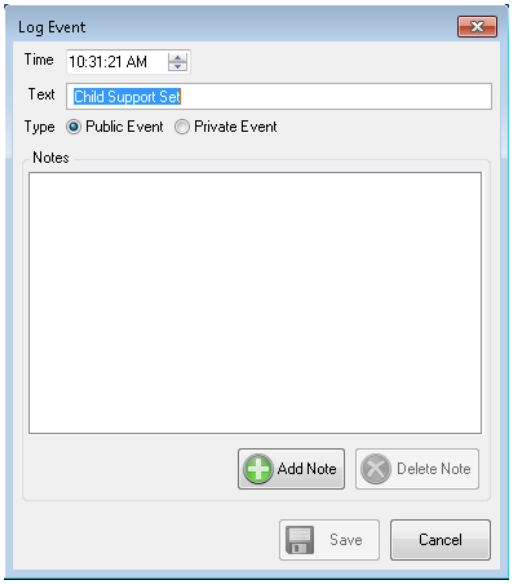
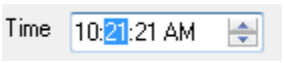
2. The **Log Event** window will open.

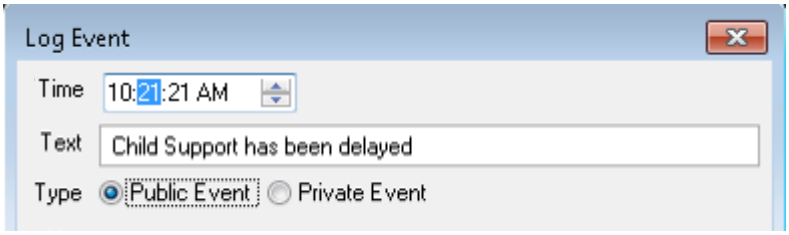


3. Change the Event Text by typing directly in the **Text field**.

4. Change the Event Time by selecting the proper H:M:S in the **Time** field and use the **up/down arrows** to change the time. This time can be set from the beginning of the session to the current AutoLog time.

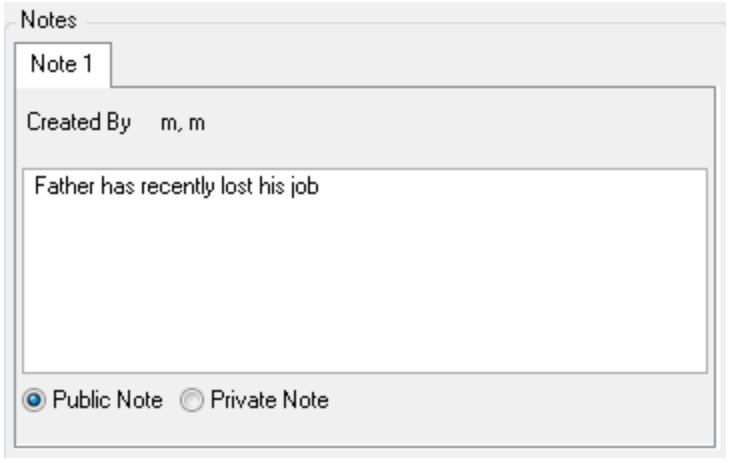


5. Use the **Type** radio buttons to select **Public** or **Private**.



6. Press the **Add Note** button to add any note(s) you wish to attach to the event.

7. Type in your note and determine if the note is to be Public or Private by using the **Public/Private** radio buttons in the Notes window.



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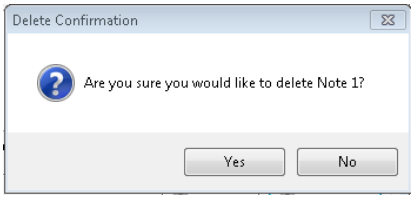
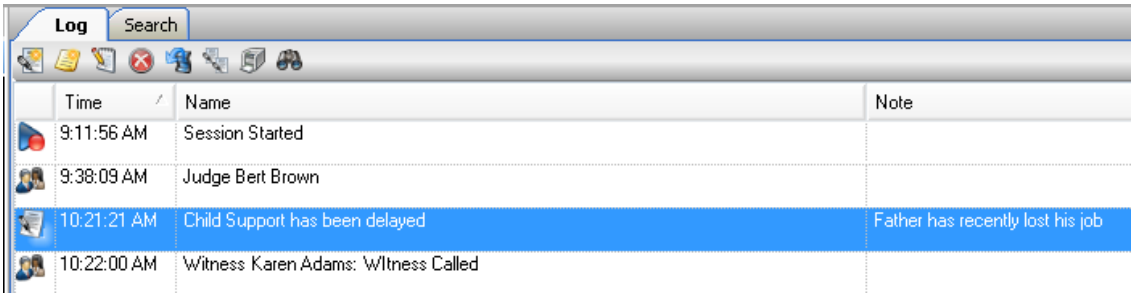
8. Use the **Delete Note** button to remove any notes you do not want associated with the event. Select the tab of the note to be deleted and press the **Delete Note** button. A delete confirmation screen will appear, select **Yes** to delete.



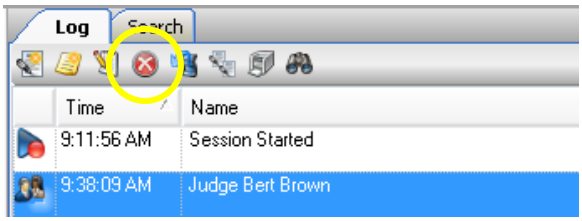
9. When finished, press the **Save** button and you will return to the **Log Display** with the event now changed.

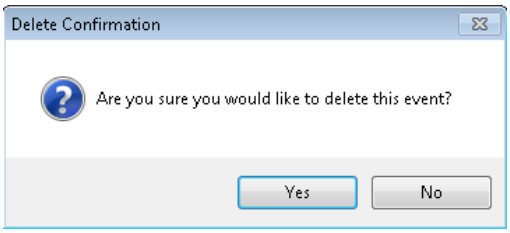


Deleting a Log Event

1. Select a log event in the session log and do one of the following;

   A. Select the menu item **Tools>Log>Delete**.
   B. Select the **Delete** icon on the Log Tab toolbar.
   C. Right click the event and select **Delete**





2. A **Delete Confirmation** screen will appear. Select **Yes** and the Event will be removed from the Log Display.

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Reviewing an Event

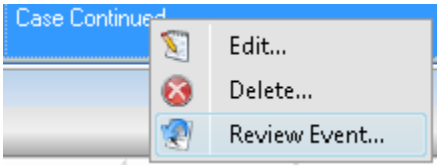
AutoLog 7 allows for the playback of the recorded session files by using the **Review Event** command. You can initiate a Review Event from any event in the session log. A view window will open and start playing from the event selected.

1. Select a log event in the session log and do one of the following;

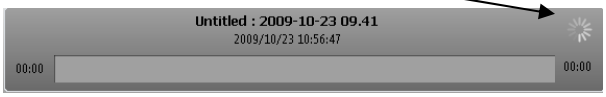
   A. Select the menu item **Tools>Log>Review Event**.

   B. Select the **Review Event** icon on the Log Tab toolbar.

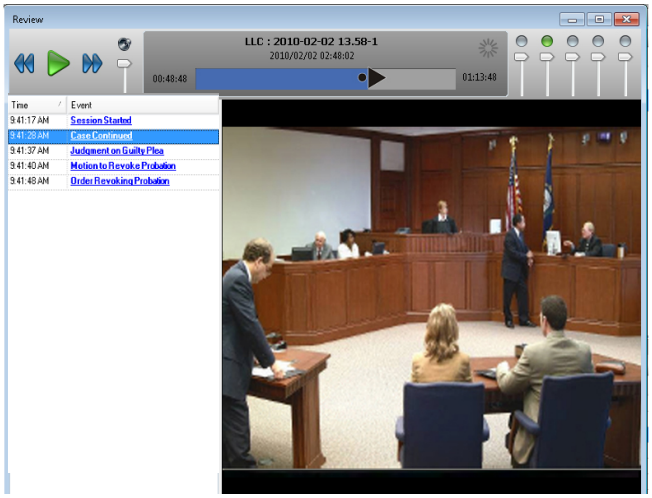
   C. Right click the event and select **Review Event**.



2. The **Review** window will open with a loading icon.



3. Once loaded, the video will start playing from the selected event it was initiated from. Clicking on each blue link in the Event Display will advance or retard the media to that point.



4. You can fast forward or rewind the media by using the motion controls.

5. Audio levels can also be controlled through the master slider, which controls the overall audio, or through the individual sliders for each channel.

6. The Audio channels can be muted by selecting the round icon at the top of each individual slider or mute the Master slider by selecting the Speaker icon above the slider. (For more details see JAVS Review Tool).

Note: If Advanced Review is installed, see the Advanced Review section.

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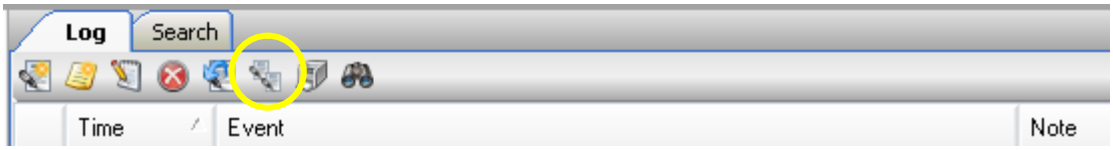
Copy to Clipboard

The Copy to Clipboard function will allow the user to copy the contents of the current session log to the copy buffer. You can then paste the log into any text editing program.

1. To copy the current Session Log to the clipboard do one of the following;

    A. Select the menu item **Tools>Log>Copy to Clipboard**.
    B. Select the **Copy to Clipboard** icon on the Log Tab toolbar.



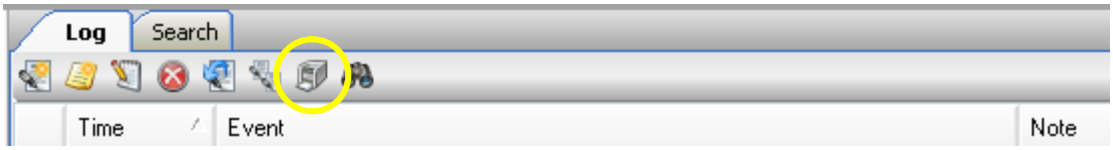
2. Open any text the editing programs on your computer, i.e.; Notepad, Microsoft Word, etc., and paste the contents of the clipboard.

Print-Print Current Session

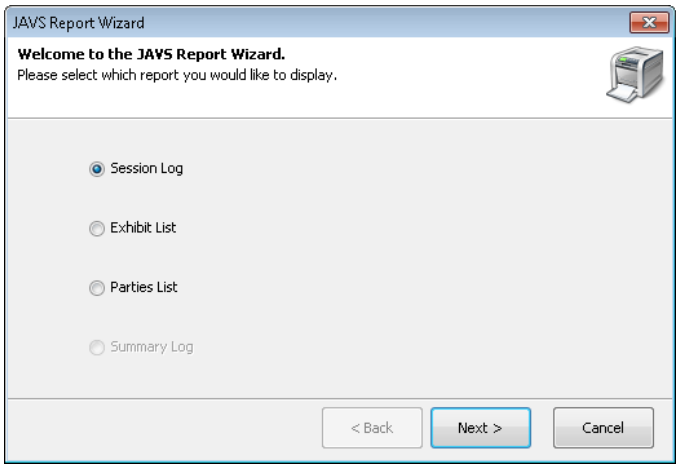
The Print command can be initiated from many places in AutoLog 7 depending on what you want to print and the options you need. The print command for the current session log will print a report of the current log and any other sessions related to the current session. You will also be able to print exhibits and parties lists.

1. To print the current session log and related sessions do one of the following;

    A. Select the menu item **Tools>Log>Print**.
    B. Select the **Print** icon on the Log Tab toolbar.



2. The **JAVS Report Wizard** for (the current session) will open. (See Print- Current Session/Logged Today Tool/Search Tool)



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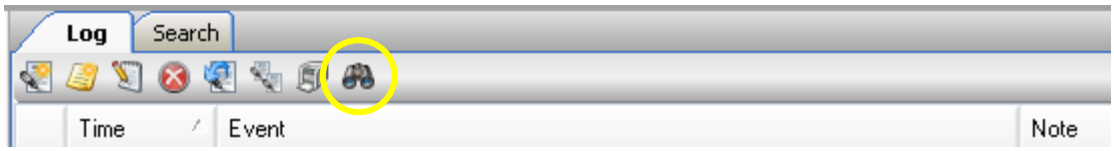
Find Log Event

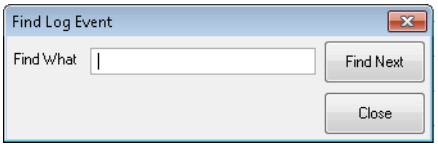
Find Log Event command allows you to do a contextual search of the session log. This command is used to easily find events in a multi-paged session log.

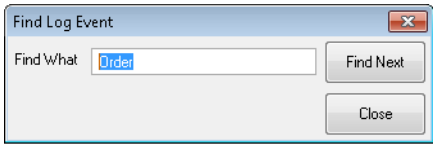
1. To find a log event in the current session, do one of the following;

    A. Select the menu item **Tools>Log>Find Log Event.**
    B. Select the **Find Log Event** icon on the Log Tab toolbar.



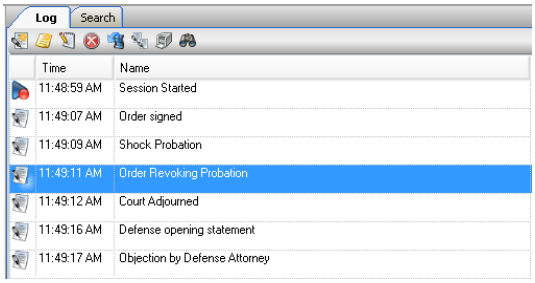
2. The **Find Log Event** window will open.

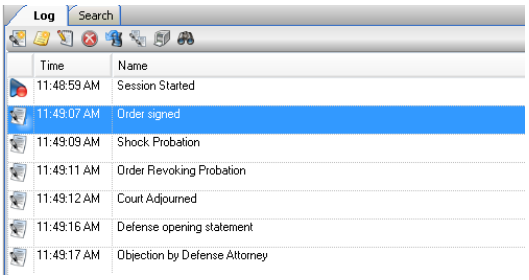




3. Type in the string of text you are searching for. This could include whole words or parts of words.

4. Each time you press the **Find Next** button, AutoLog 7 find function will jump to any event with the text string you typed in for the current session.





Session Properties

The Session Properties window will allow the user to change or add information related to the session.

1. To change session properties for the current session, do one of the following;

    A. Select the menu item **File>Log>Properties**.
    B. Select the **Properties** icon on the Log Tab toolbar.

    (See Session Properties)

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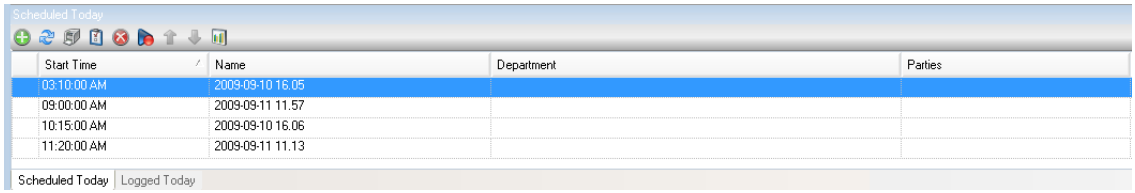
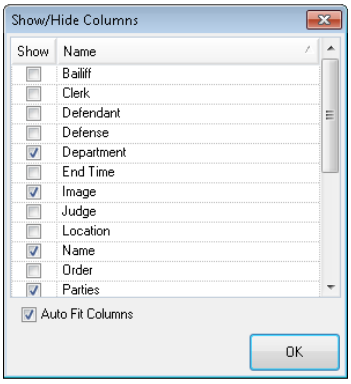
Scheduled Today Tool

For each given day that AutoLog 7 is opened, a new list of schedules will appear in the **Scheduled Today** list containing all the sessions that were scheduled for that day by JAVS Scheduler. (See the JAVS Scheduler manual for more details on how to schedule a case).



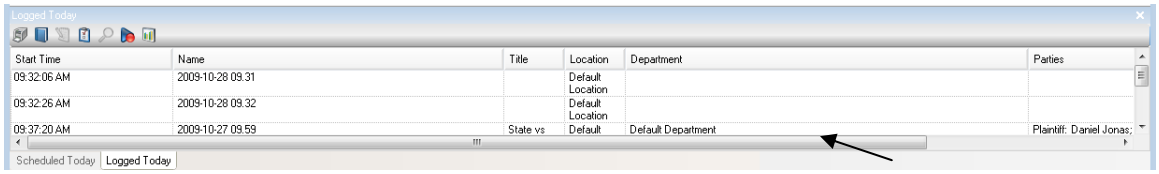
The **Scheduled Today Tool** will allow the user to quickly **Start** sessions from the Scheduled Today list as well as print, change or edit the properties of the session and add sessions to today's schedule.

The Scheduled Today Tool also has the ability to show any or all of the information columns that are available from the session using the **Show/Hide Columns** icon.

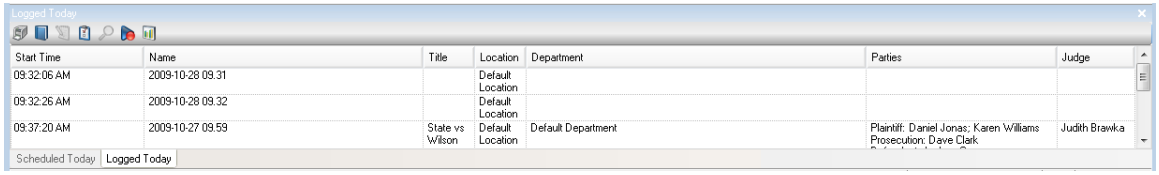


The **Auto Fit Columns** checkbox, if checked, will try to fit all columns into the current view without using a scrollbar to view all the columns.

Example of Auto Fit:



Auto Fit **Off** with multiple columns. A scroll bar is provided to scroll to each column.



Auto Fit **On** with the same columns, No scroll bar is available and the columns are compressed to fit on screen.

If schedules are created after AutoLog 7 has been launched a **Refresh** icon is available to the user. The **Refresh** command will re-scan the database for any new schedules that are created after AutoLog 7 is in session.

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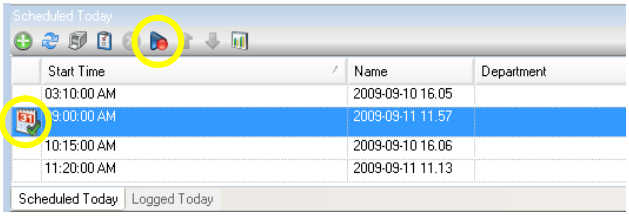
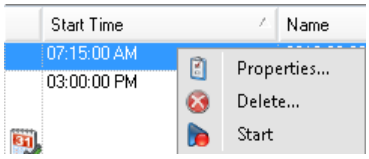
Start Session-Scheduled Today Tool

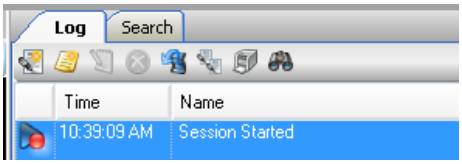
To start a session from the Scheduled Today Tool:

1. Select a session from the **Scheduled Today List**.
2. Press the **Start** icon located on the Scheduled Today toolbar. Or right-click the session and select **Start**. A calendar icon will appear next to the session indicating it was started.





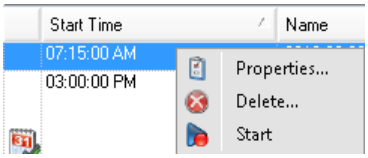
3. The selected session will immediately start recording and an entry of *session started* will appear in the log display.



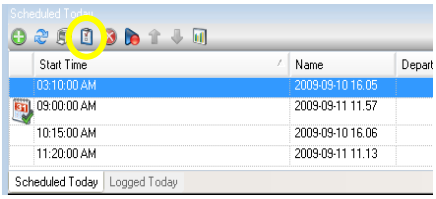
Session Properties-Scheduled Today Tool

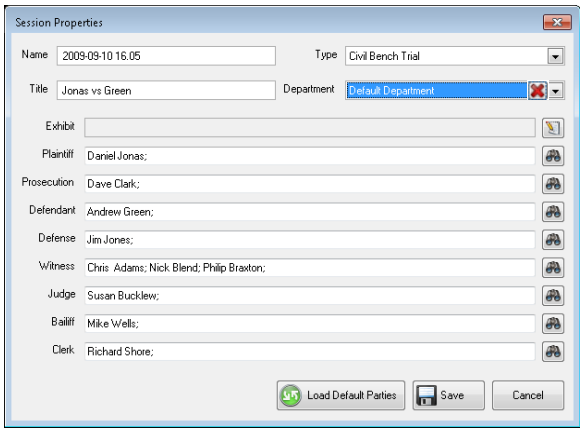
To change Properties for a Scheduled Session:

1. Select a scheduled session from the **Scheduled Today** list.
2. Press the **Properties** icon in the Scheduled Today toolbar or right-click the session and select **Properties**.



3. The **Session Properties** window for that session will open. (See Session Properties.)





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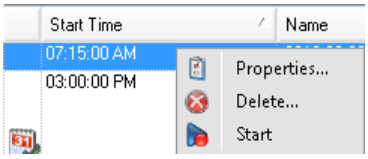
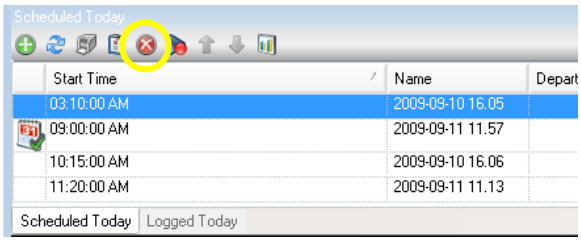
Delete-Scheduled Today Tool

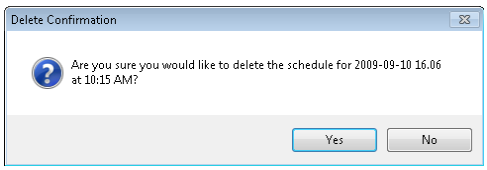
To delete a schedule from the Scheduled Today list:

1. Select a schedule in the **Scheduled Today Tool** list.
2. Press the **Delete** icon located in the Scheduled Today toolbar or right-click the schedule and select **Delete**.



3. A **Delete Confirmation** screen will appear, select **Yes** if this session is to be removed.



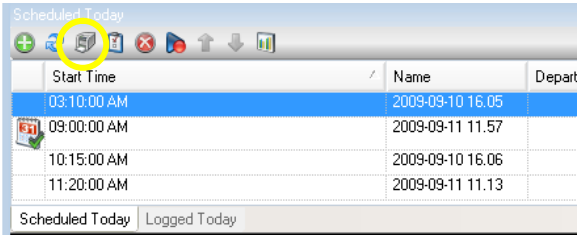


Caution: Deleting schedules from the Scheduled Today list will also delete them from JAVS Scheduler. These schedules **cannot** be retrieved and will have to be re-created.

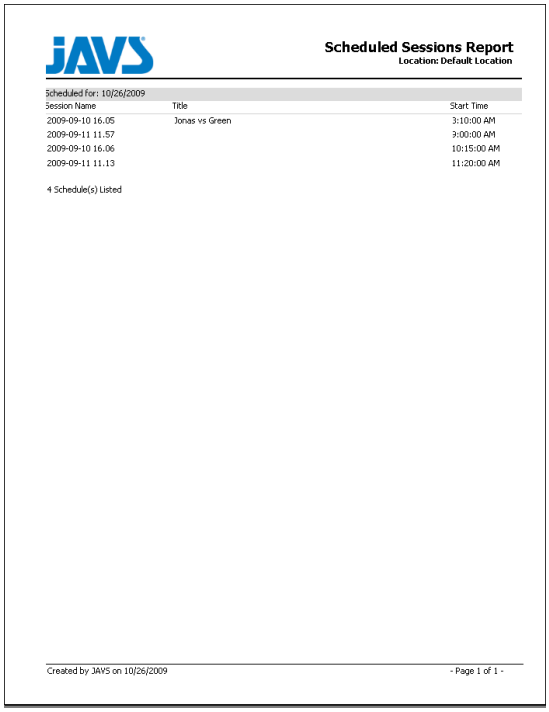
Print-Scheduled Today Tool

To print a schedule from the Scheduled Today list:

1. Press the **Print** icon located on the **Scheduled Today** toolbar.



2. A JAVS **Scheduled Sessions Report** will be generated. This list will comprise of a list of schedules for the current day.



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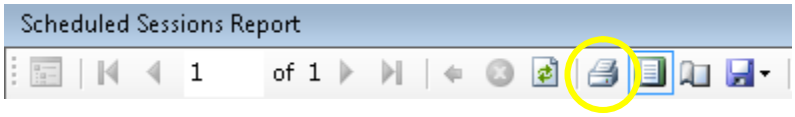
3. Press the **Print** icon on the Print Report toolbar to print to your local or network printer.



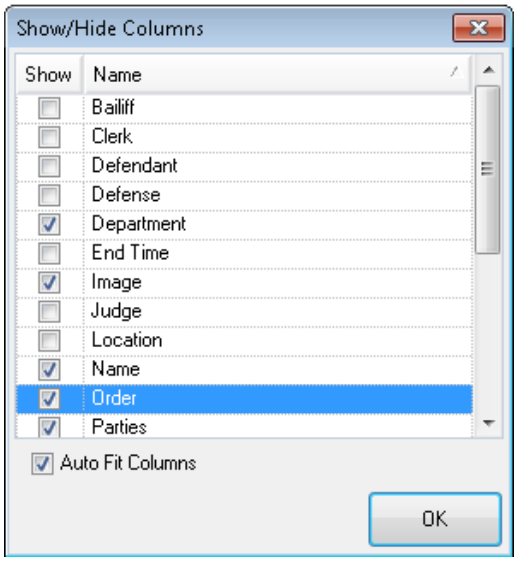
Sort Schedules by Order

AutoLog 7 gives the user the ability to sort the schedule list by any order they choose. Along with normal column sorting using the sort arrow for each column, AutoLog 7 allows you to pick any schedule in the list and place it in any order you wish.

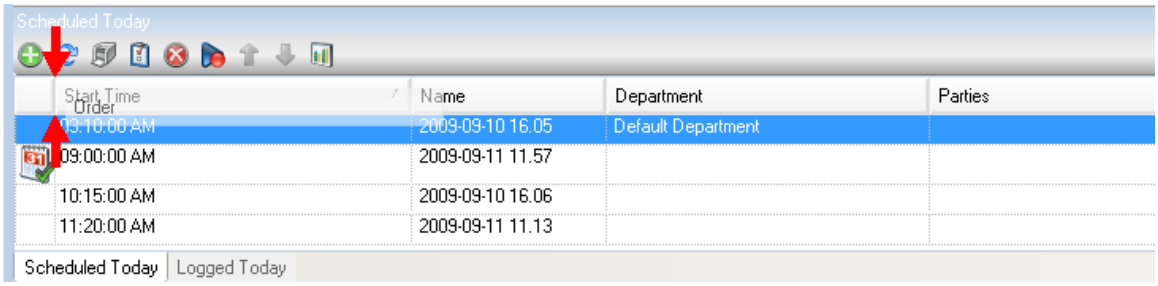
To sort schedules by order:

1. Press the **Show/Hide Columns** icon located on the Scheduled Today toolbar and the **Show/Hide Columns window** will open..

2. Check the **Order** checkbox and press **OK**.



3. Click and drag the **Order** column to the far left of the columns and release. You will see red arrows indicating where the column will drop.



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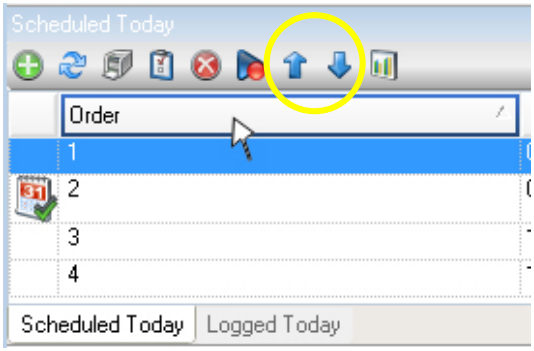
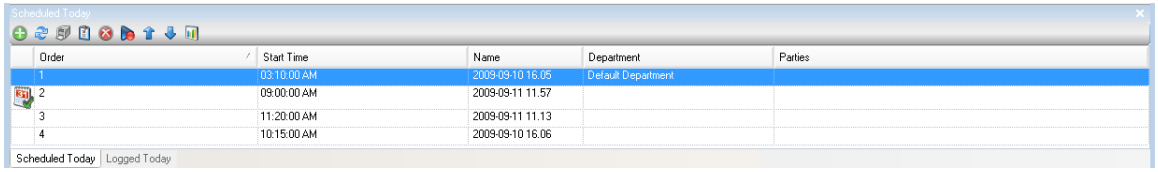
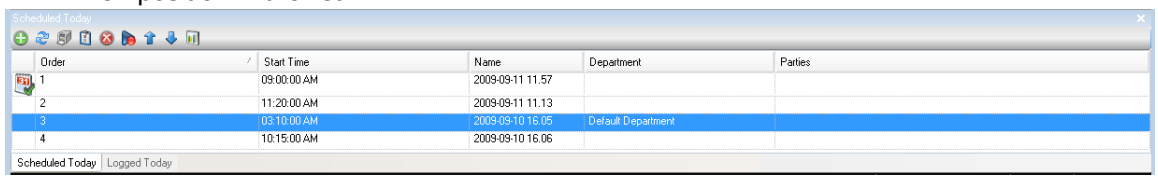
4. Select the **Order** header and the **Up/Down arrow** icons will become active.



5. Select any schedule in the list you wish to change it's order.



6. Use the **Up/Down arrows** to place the schedule where you want it to fall in the list. We have moved session 2009-09-10 16.05 from the first position in the list down to the 3rd position in the list.



7. Repeat this action until all schedules are in the order you wish.

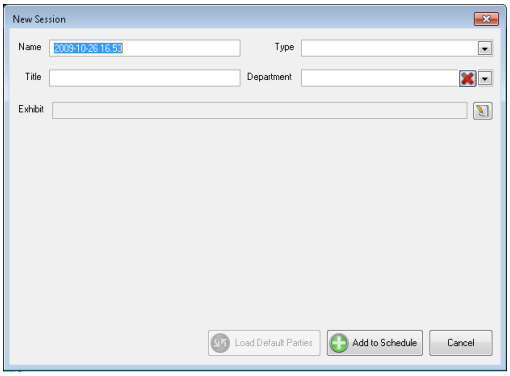
Auto Increment Schedules:

Once you have sorted your schedules, you can choose to auto increment the schedule list. Each time a session is started from the Scheduled Today list, the selection for the next session in the list will be made for you automatically. You must enable this feature in User Preferences on the Miscellaneous tab.

To add a schedule for today:

1. Press the **Add** icon located on the Scheduled Today toolbar.

2. The **New Session** window will open. (Follow the procedures outlined in the New Session section of this manual)



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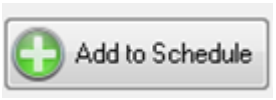
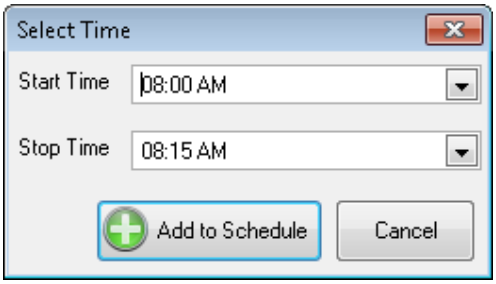
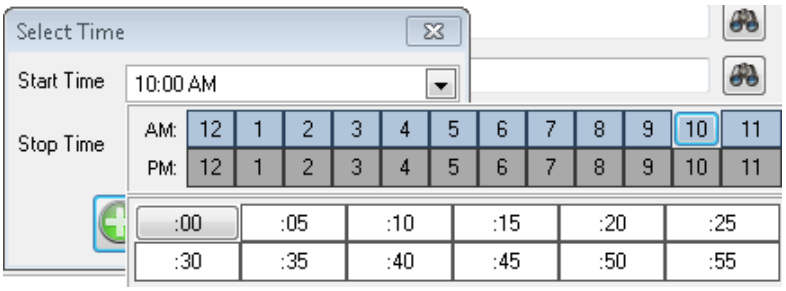
3. When finished entering the appropriate information for the session, press the **Add To Schedule** button on the New Session window.



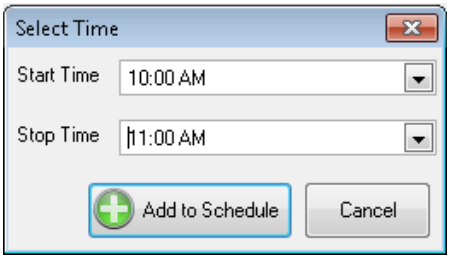
4. The **Select Time** window will open with the default times of 8:00 am to 8:15 am.



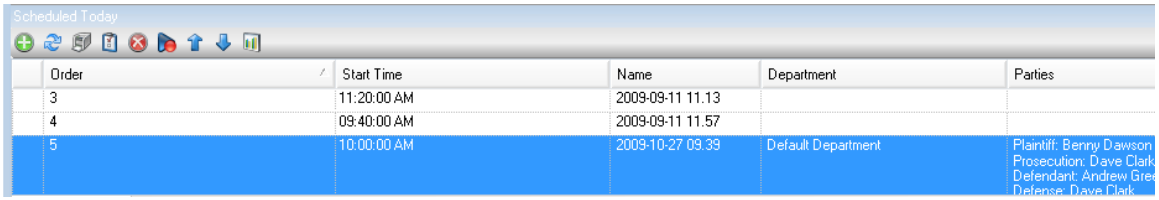
5. Press the pull-down arrow next to the **Start and Stop Time fields** to set the time for each field. You can select any time in a 24 hour period by selecting a time in the AM and PM rows as well as 5 min increments.



6. To set only hours, double click on a time in the AM or PM rows. The Select time window will have the new times set. Press the **Add to Schedule** button.



7. The new schedule will appear in the Scheduled Today list.



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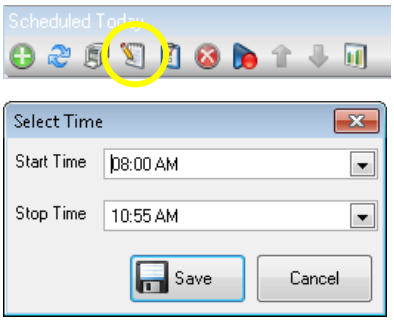
Note: Sessions can only be scheduled for the current day from AutoLog 7.

Edit Schedule Time

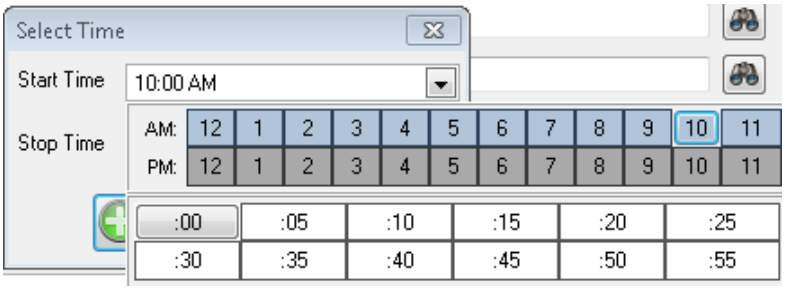
AutoLog 7.1 has added a new icon (**Edit Schedule Time**) to the Scheduled Today toolbar. Users now have the ability to change the schedules time of day from AutoLog.



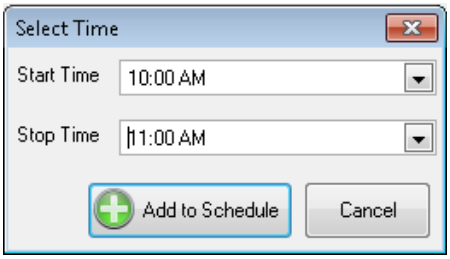
1. Select a session from the Scheduled Today tool and press the Edit Schedule Time icon.

2. A Select Time window will open.

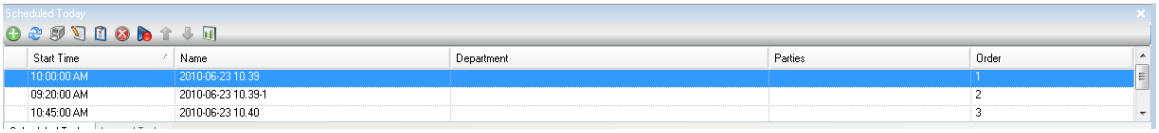
3. Press the pull-down arrow next to the **Start and Stop Time fields** to set the time for each field. You can select any time in a 24 hour period by selecting a time in the AM and PM rows as well as 5 min increments.



4. To set only hours, double click on a time in the AM or PM rows. The Select time window will have the new times set. Press the **Add to Schedule** button.



5. The schedules time has been changed.



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Logged Today Tool

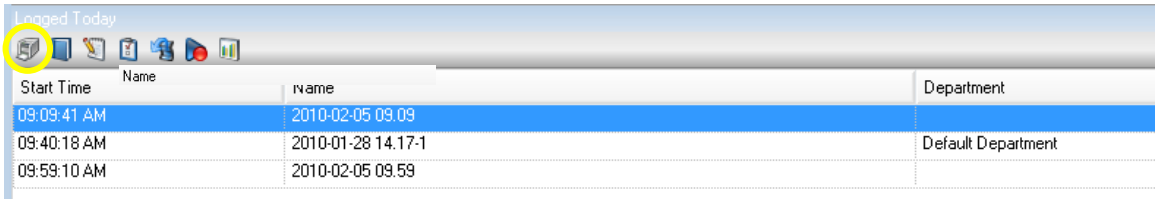
The Logged Today Tool shows a list of all sessions that were completed or are in progress for the current day. Each time a session is started, the session is added to the Logged Today List.

The Logged Today Tool will allow you to print, publish, edit the session log, start a session and view a session using the JAVS Review window.

Print-Logged Today Tool

To print a session log from the Logged Today Tool:

3. Select a session from the Logged Today list you wish to print.
4. Press the **Print** icon located on the Logged Today toolbar.

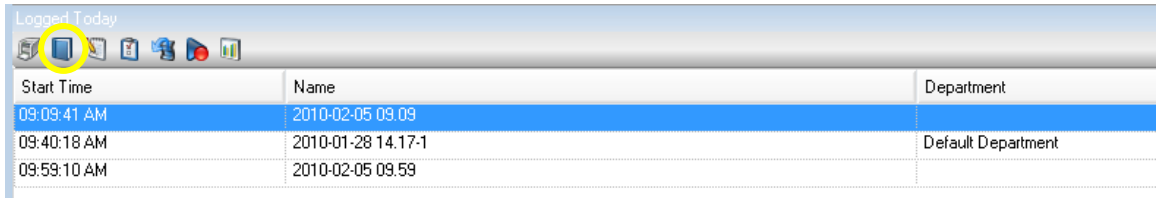


5. The **JAVS Report Wizard** will open. (See Print-Current Session/Logged Today Tool/Search Tool)

Publish-Logged Today Tool

To publish a session from the Logged Today List:

1. Select a session that you wish to publish from the **Logged Today** list.
2. Press the **Publish** icon located on the **Logged Today** toolbar.



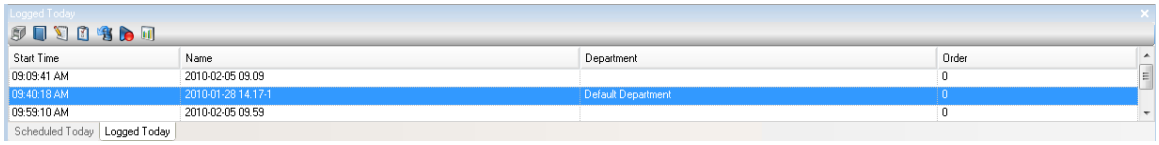
3. The **JAVS Publish Wizard** will open to the Select Files page. (See Detailed-Publishing).

Edit Session Log-Logged Today Tool

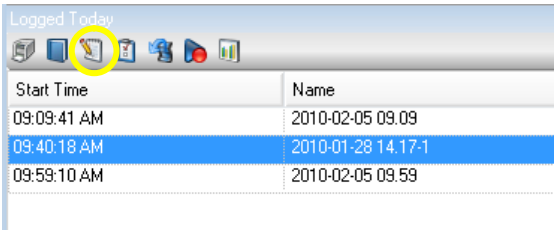
Each session that has been completed will have a session log associated with it, limited editing can be performed on the log and all changes will automatically be saved to the database.

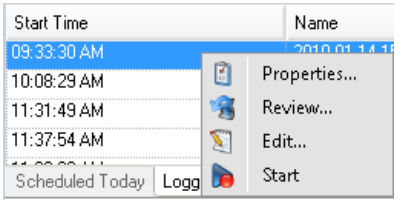
To edit a session log from the Logged Today list:

1. Select a session from the Logged Today list you want to edit the session log.

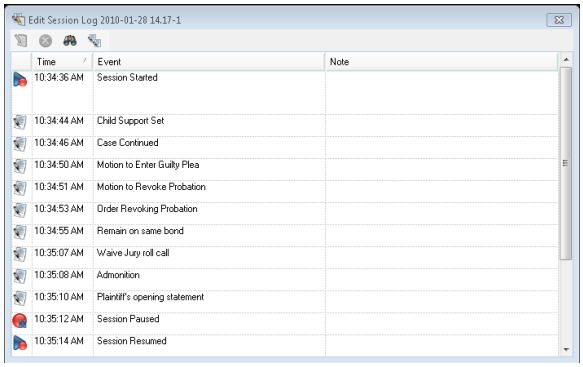


2. Press the **Edit** icon located on the Logged Today toolbar or right-click the session and select **Edit**.





3. The **Edit Session Log** for the selected session will open. There are 4 icons on the Edit Session Log toolbar, **Edit**, **Delete**, **Find** and **Copy to Clipboard**.
(See Edit Session Log-Detailed)

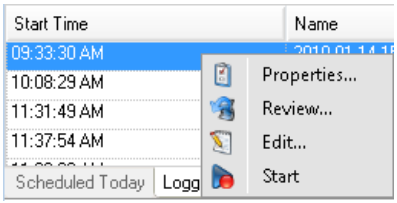

Edit Session Log 2010-01-28 14.17-1
Time
Event
Note
10:34:36 AM Session Started
10:34:44 AM Child Support Set
10:34:46 AM Case Continued
10:34:50 AM Motion to Enter Guilty Plea
10:34:51 AM Motion to Revoke Probation
10:34:53 AM Order Revoking Probation
10:34:55 AM Remain on same bond
10:35:07 AM Waive Jury roll call
10:35:08 AM Admonition
10:35:10 AM Plaintiff's opening statement
10:35:12 AM Session Paused
10:35:14 AM Session Resumed

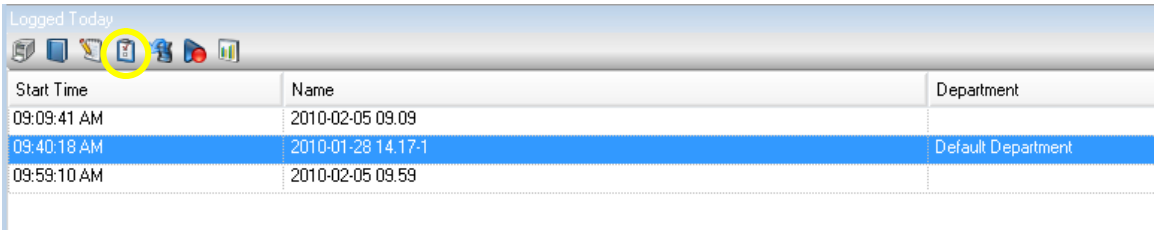
Session Properties-Logged Today Tool

To change properties for a logged Session:

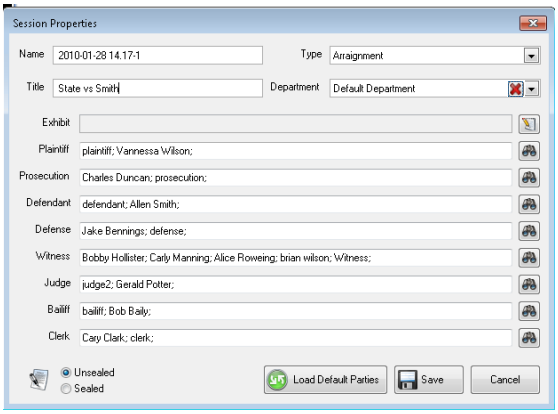
1. Select a Session from the Logged Today list.

2. Press the **Properties** icon in the Logged Today toolbar or right-click the session and select **Properties**.





3. The Session Properties window for that session will open.
(See Session Properties-Detailed)



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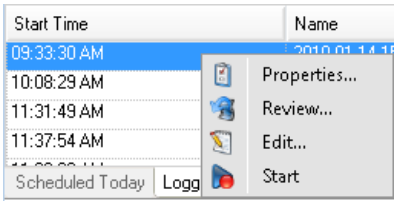
Review-Logged Today Tool

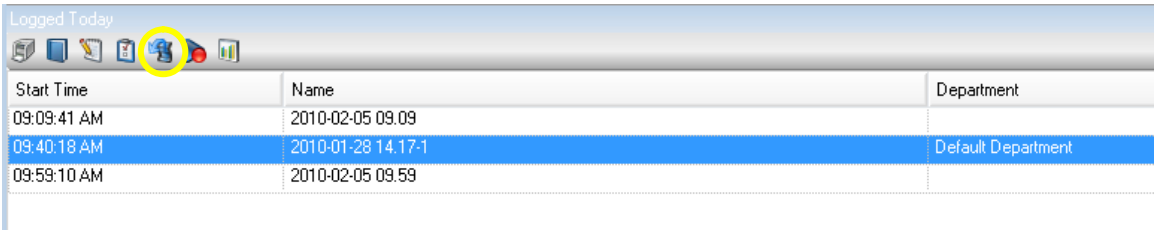
The Review function gives the user the ability to view the video and audio media associated with the session as well as view the log associated with the media.

To view a session from the Logged Today Tool:

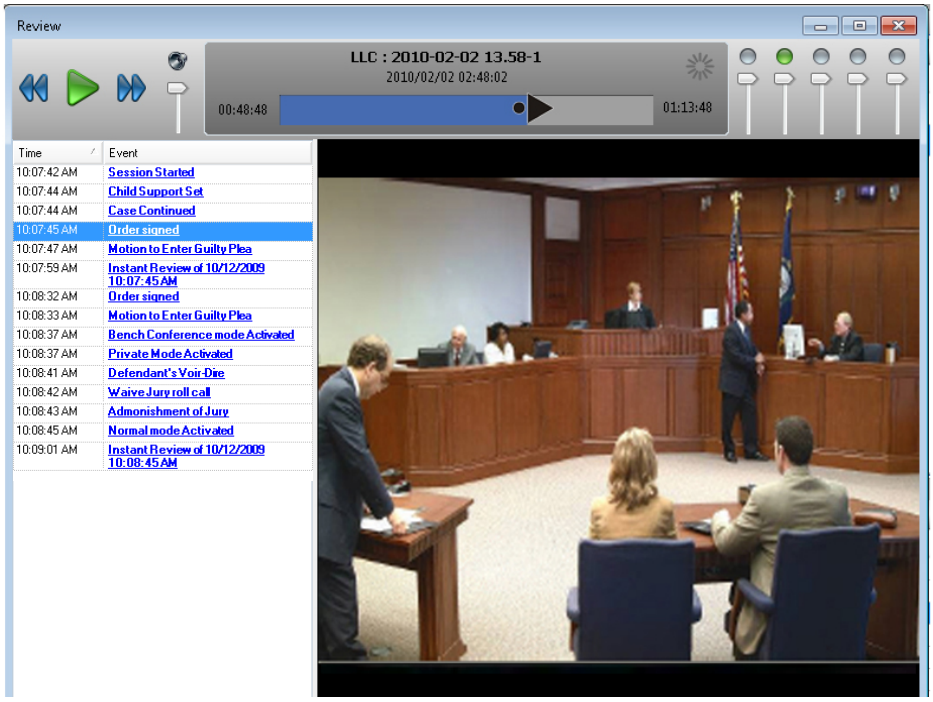
1. Select a session you wish to view from the Logged Today list.

2. Press the **Review** icon located on the Logged Today toolbar or right-click the session and select **Review**.





3. The **View** window will open.


Review
LLC : 2010-02-02 13.58-1
2010/02/02 02:48:02
00:48:48
01:13:48
Time
Event
10:07:42 AM Session Started
10:07:44 AM Child Support Set
10:07:44 AM Case Continued
10:07:45 AM Order signed
10:07:47 AM Motion to Enter Guilty Plea
10:07:59 AM Instant Review of 10/12/2009 10:07:45 AM
10:08:32 AM Order signed
10:08:33 AM Motion to Enter Guilty Plea
10:08:37 AM Bench Conference mode Activated
10:08:37 AM Private Mode Activated
10:08:41 AM Defendant's Voir-Dire
10:08:42 AM Waive Jury roll call
10:08:43 AM Admonishment of Jury
10:08:45 AM Normal mode Activated
10:09:01 AM Instant Review of 10/12/2009 10:08:45 AM

4. For more detailed operation of the JAVS View window, see JAVS View Tool).

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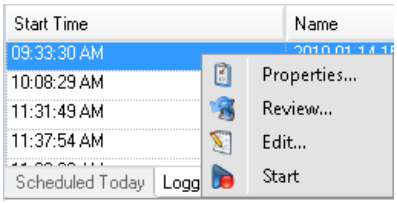
Start a session-Logged Today Tool

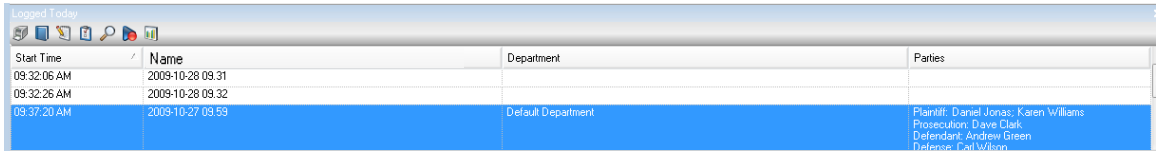
Any session in the Logged Today list can be selected and started. A new session will be started with the same name as the original, and all parameters can be changed to reflect the new session.

To start a session from the Logged Today Tool:

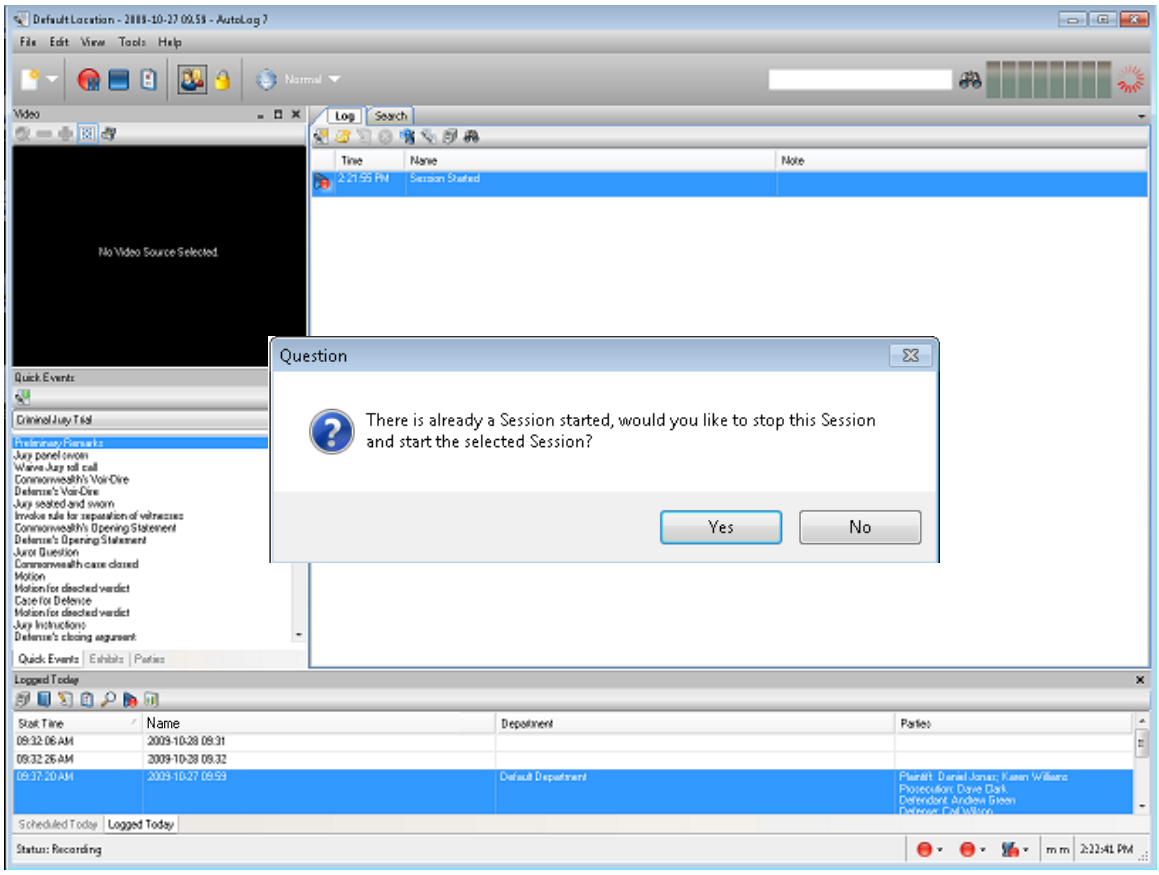


1. Select the session from the Logged Today list you wish to start.

2. Press the **Start** icon located on the Logged Today toolbar or right-click the session and select **Start**.



3. If no session is currently loaded, AutoLog 7 will immediately start the selected session. If a session is already in progress, you will get a message asking if you would like to stop the current session. Select **Yes** and the session will start.


Question
There is already a Session started, would you like to stop this Session and start the selected Session?
Yes
No
No Video Source Selected
Logged Today

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Parties and Exhibits Tools-Detailed

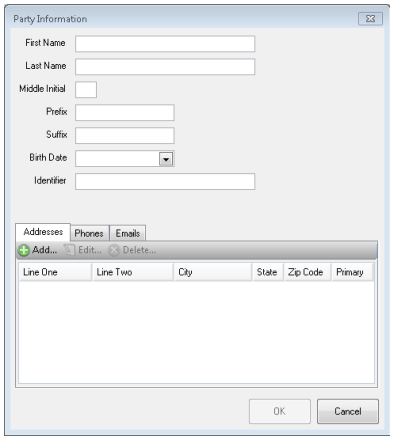
Once a session is started and parties and exhibits are added to your session, the **Parties** and **Exhibits** tools will be available for use in the session.

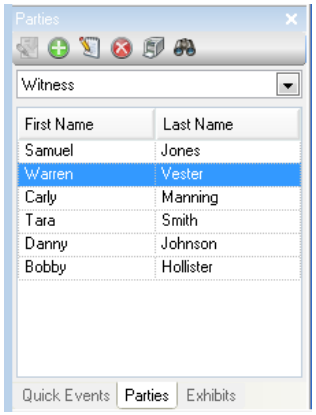
Parties Tool

Along with the ability to log parties, the Parties tool will allow the user to add, edit and delete parties, print a parties list and search for any party in the database. This tool is only available once you have started a session.

To add a party to a session:

1. Press the Add icon located on the Parties Tool toolbar.
2. The **Party Information** window will open.
3. Fill in the parties' personal information. You must fill in at least the last name field.
4. Use the **Address**, **Phone** and **E-mail** tabs to enter one or multiple sets of information for each tab.
5. Press **OK** and the party will appear in the Parties Tool list.



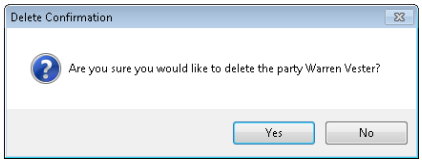


To edit a parties information:

1. Select a party from the Parties Tool list and press the **Edit** icon located on the Parties Tool toolbar.
2. The **Party Information** window will open.
3. Change any information as desired and press **OK**.

To delete a party:

1. Select a party from the Parties Tool list and press the **Delete** icon located on the Parties Tool toolbar.
2. A delete confirmation screen will appear, press **Yes** and the party is removed.



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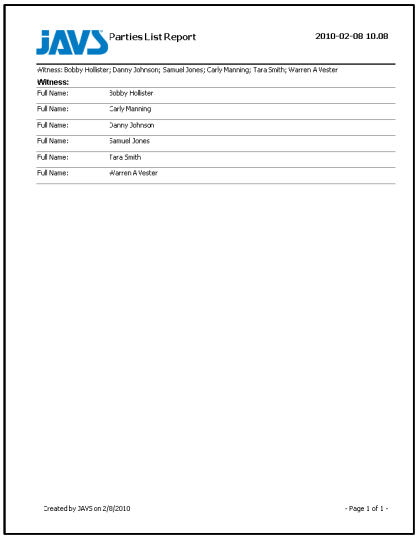
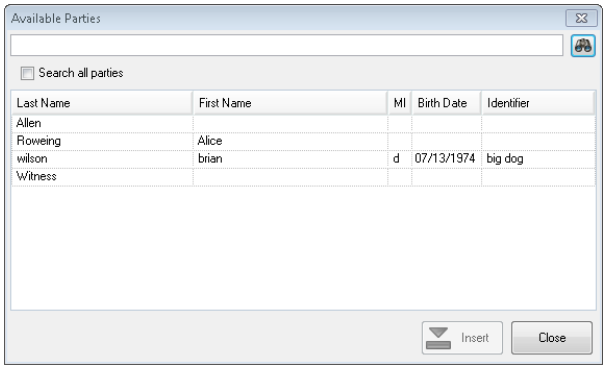
To print a parties list:

1. Press the **Print** icon located on the Parties Tool toolbar.
2. A JAVS Parties List Report will be generated.


JAVS Parties List Report
2010-02-08 10.08
Witness: Bobby Hollister; Danny Johnson; Samuel Jones; Carly Manning; Tara Smith; Warren A Vester
Witness:
Full Name: Bobby Hollister
Full Name: Carly Manning
Full Name: Danny Johnson
Full Name: Samuel Jones
Full Name: Tara Smith
Full Name: Warren A Vester
Created by JAVS on 2/8/2010
- Page 1 of 1 -

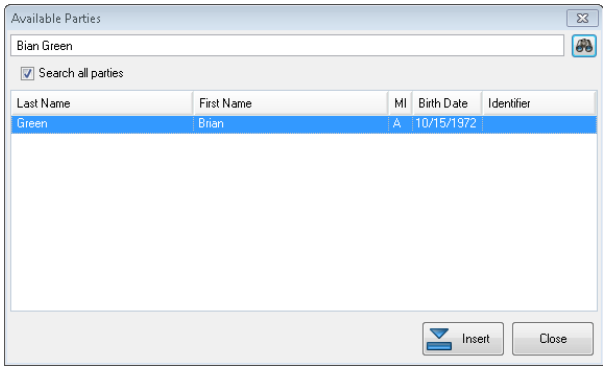
To locate a party:

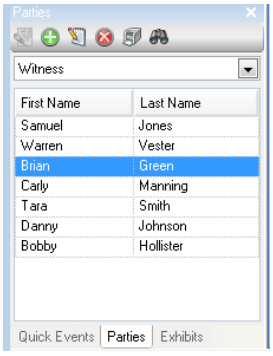
1. Press the **Search** icon located on the Parties Tool toolbar.
2. The Available Parties window for witnesses will open.



3. If the Party you are looking for is not in the list, and therefore not a witness, type in the name of the party in the **Search** field. Select the **Search All Parties** checkbox and press the **Search** button.

4. Any name that meets the criteria typed in the criteria field will appear in the list.





5. Press the **Insert** button and then close the Available Parties window, your new party will appear in the Parties Tool list.

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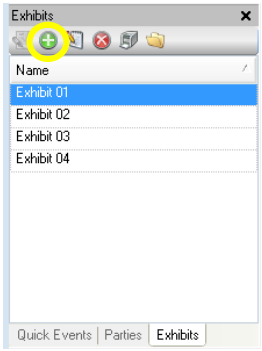
Exhibits Tool

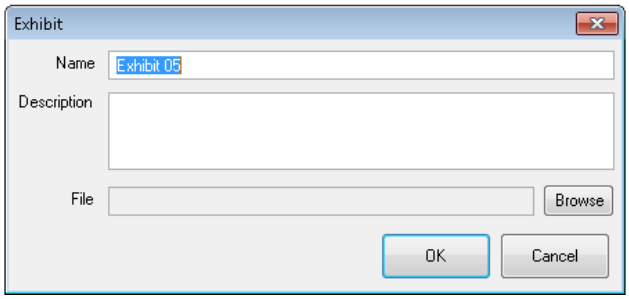
Along with the ability to log exhibits, the Parties tool will allow the user to add, edit and delete exhibits, print an exhibits list and search for any exhibit in the database. This tool is only available once you have started a session.

To add an exhibit to a session:

1. Press the **Add** icon located on the Exhibit Tool toolbar.



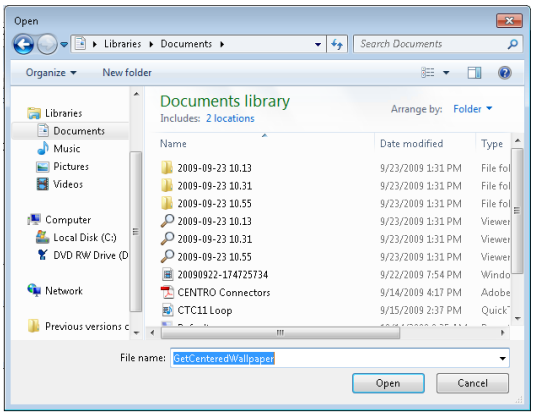
2. The **Exhibit** window will open with an auto-generated name.



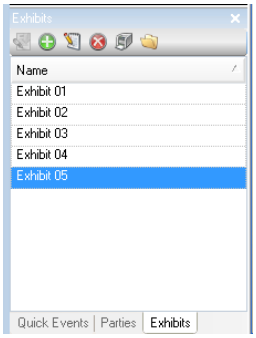
3. You can choose to accept the auto-generated text or type in your own name in the **Name** field.

4. If needed, give the Exhibit a description in the Description field.

5. If there is a file associated with the exhibit, such as a picture file or a presentation file, you can select the **Browse** button and the **Open dialog** will open and allow you to locate your file. When located, press the **Open** button. Your file will appear in the **File** field.



6. Press the **OK** button in the **Exhibit** window and your exhibit will appear in the **Exhibits Tool** list.



Note: The file size limit for any attached file is 10 Megabytes.

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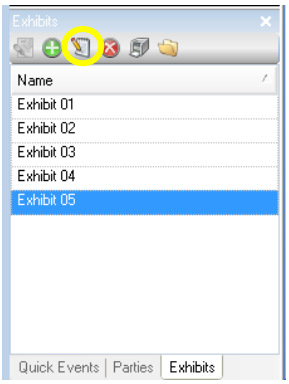
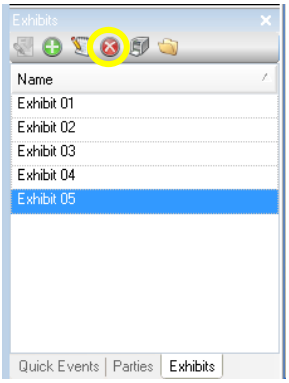
To edit an exhibit:

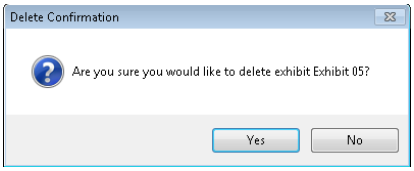
1. Select the exhibit to be edited from the **Exhibit Tool** list.
2. Press the **Edit** icon located on the Exhibit Tool toolbar.
3. The **Exhibit window** for that exhibit will open.
4. Change the information as needed and press **OK**.



To delete an exhibit:

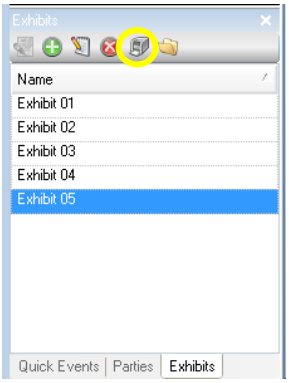
1. Select the exhibit to be deleted.
2. Press the **Delete** icon located on the Exhibit Tool toolbar.
3. A Delete Confirmation screen will open, select **Yes** and the exhibit will be removed.

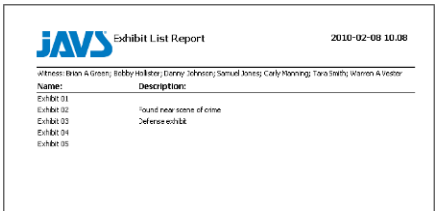




To print an exhibits list:

1. Press the **Print** icon located on the Exhibits Tool toolbar.
2. A JAVS **Exhibits List Report** will be generated.



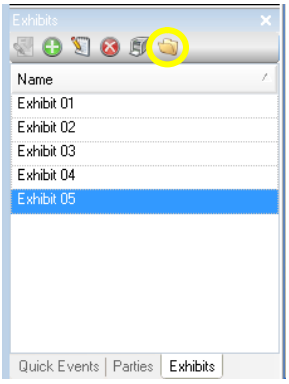


File attachments can be viewed from the Exhibits Tool when a file has been attached to an exhibit. Attachments can be viewed only if a host program for that type of file is present on your computer.

To view an attachment:

1. Press the **Open** icon located on the Exhibit Tool toolbar.
2. The host application for that file will open.

If you do not have the host application, or the application you have does not support the file, Windows will notify you of the error.



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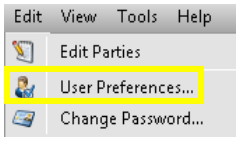
Creating Custom Quick Events

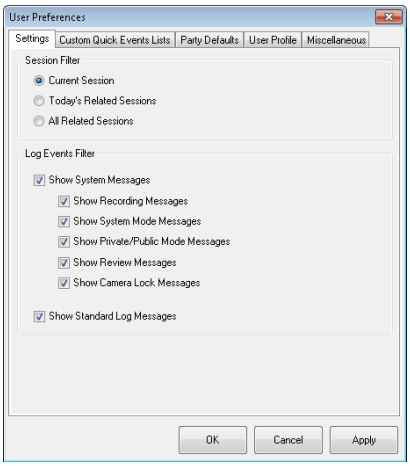
Although AutoLog 7 is provided with a default set of Quick Events, the user can also create their own Quick Events Lists. These Quick Events will show up in the Quick Events Tool and can be treated like any other event. Any Custom Quick Events List created by a particular user will only be available to that user. For Custom Quick Events Lists that will be available to all users, see your Administrator.

To create a Quick Events list:

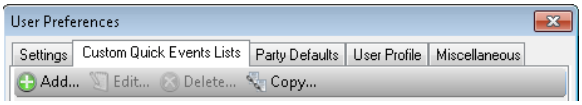
6. Select the menu item **Edit>User Preferences**.



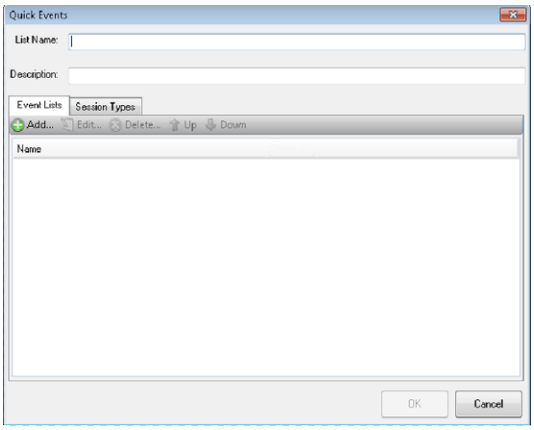
7. The **User Preferences window** will open.



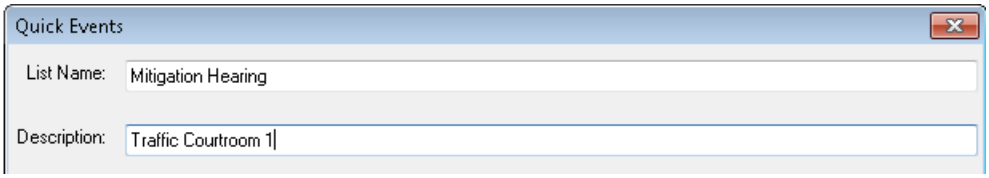
8. Select the **Custom Quick Events Lists** tab.



9. Select the **Add** button and the **Quick Events window** will open.



10. In the **List Name** field, type in the name of your new Quick Events list. You can type in a description if needed.



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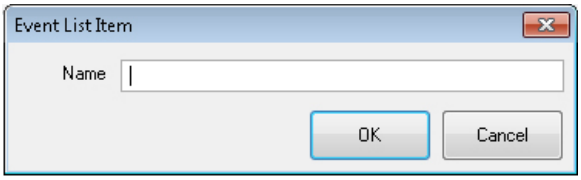
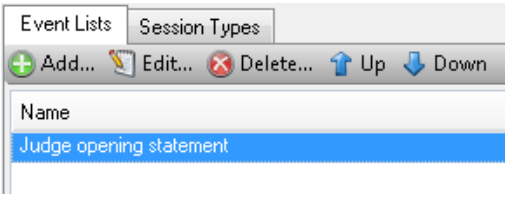
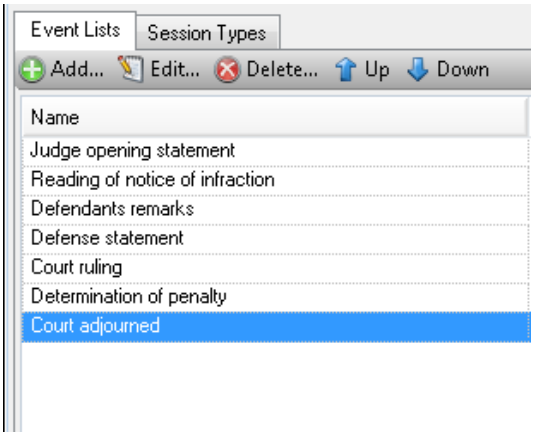
11. In the Event Lists tab, press the **Add** button and the **Event List Item window** will open.



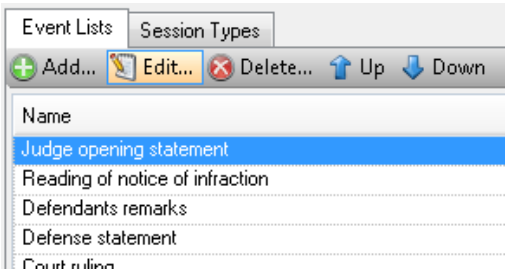
12. Type in the event text you wish to use and press **OK**. The event will appear in the **Event List**.

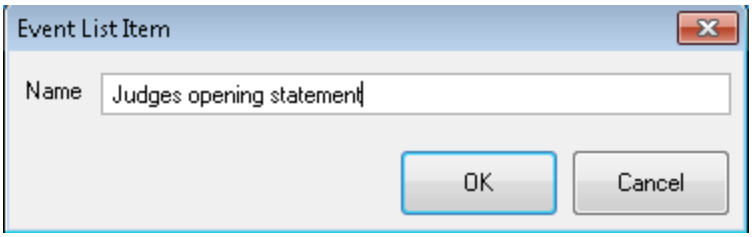


13. Repeat steps **6** and **7** until you have completed all of the events you want for this Custom Quick Events List.



14. You can edit the text in each of the events by selecting the event and pressing the **Edit** button. The **Event List Item window** for that event will open. Change the text as needed.





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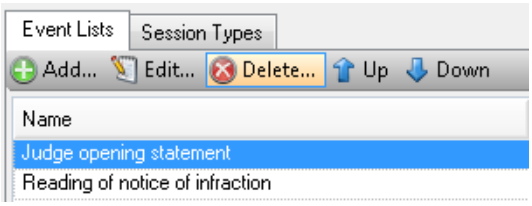
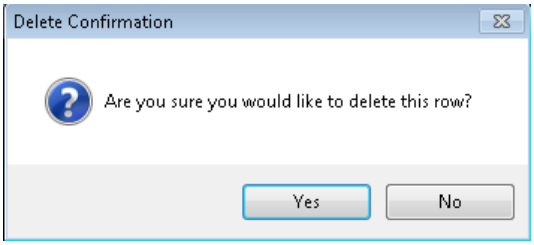
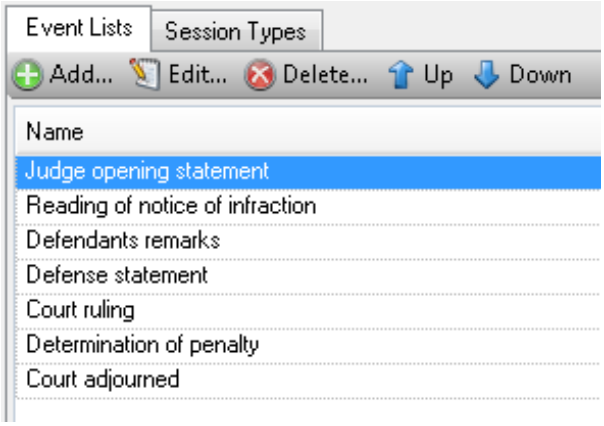
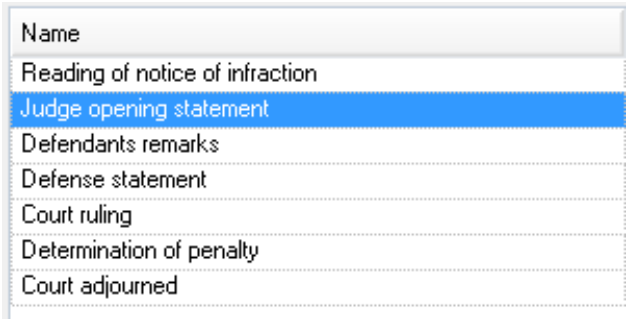
15. You can delete an event from the list by selecting the event and pressing the **Delete** button. A **Delete Confirmation window** will open. Press **Yes** to remove the event from the list.





16. You can change the order of each event in the list by selecting an event and pressing the **up or down arrows**. The event will move up or down in the list respectively.





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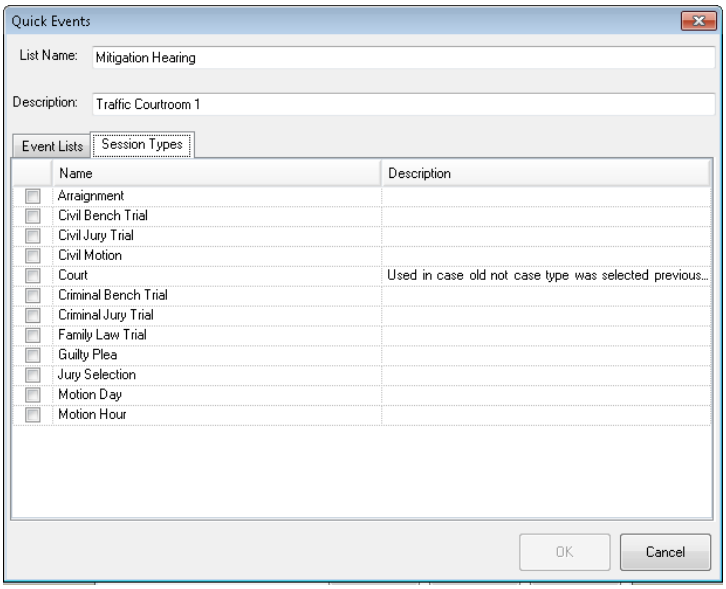
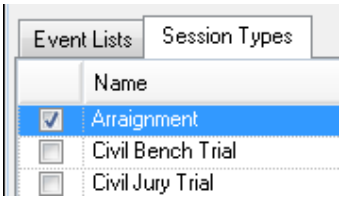
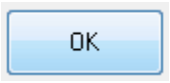
17. Select the **Session Types tab** and you will see a list of default session types. You can associate your new list to any or all of these session types by placing a checkbox next to the item. When any of the associated session types are selected as a new session, the new Quick Events list will appear at the top of the list in the Quick Events Tool.

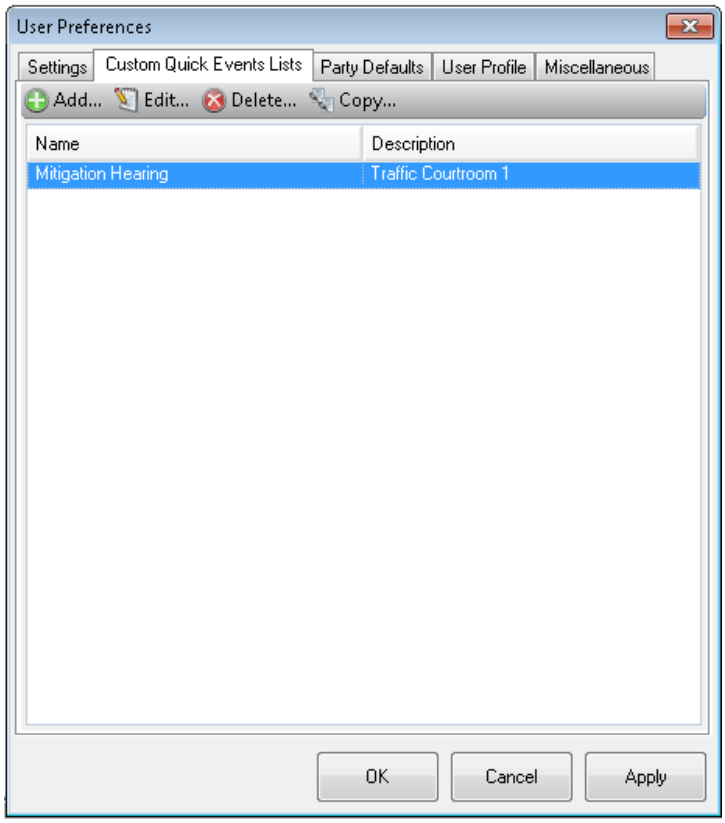




Note: This Custom Quick Events List will be associated to the Arraignment Session Type.

18. When finished creating the new Quick Events List, press **OK** and you will return to the **User Preferences window** with the new Quick Events List present.





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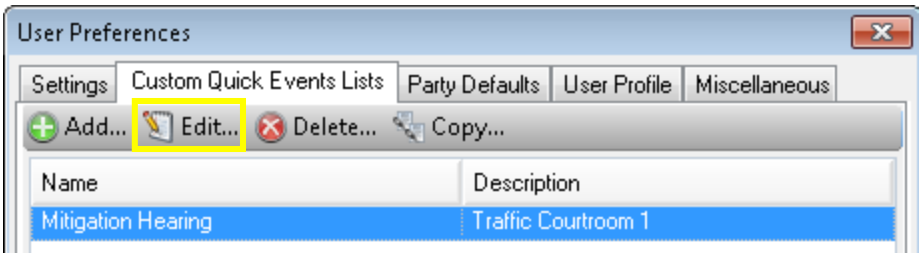
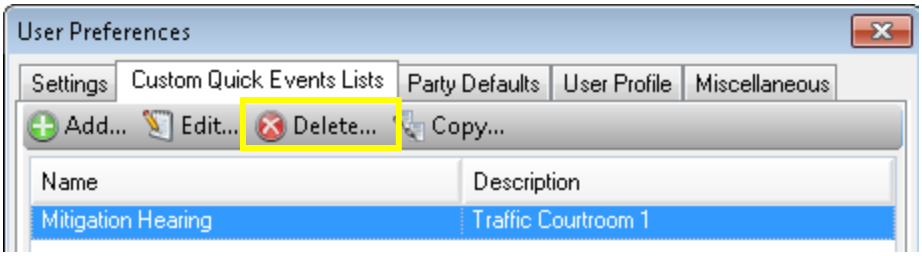
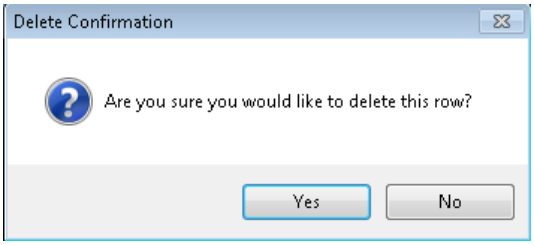
19. You can edit the selected Custom Quick Events List by pressing the **Edit** button. The **Quick Events window** will open. Change any list as needed.

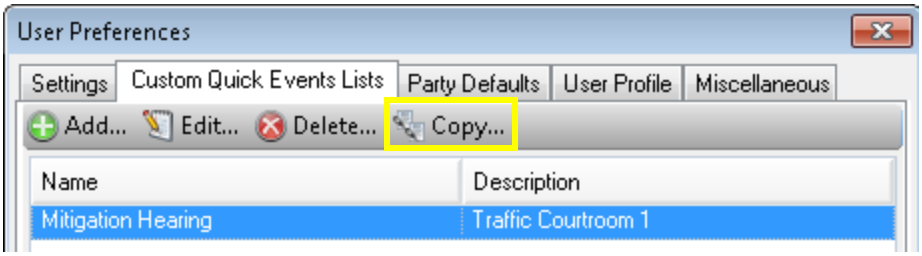


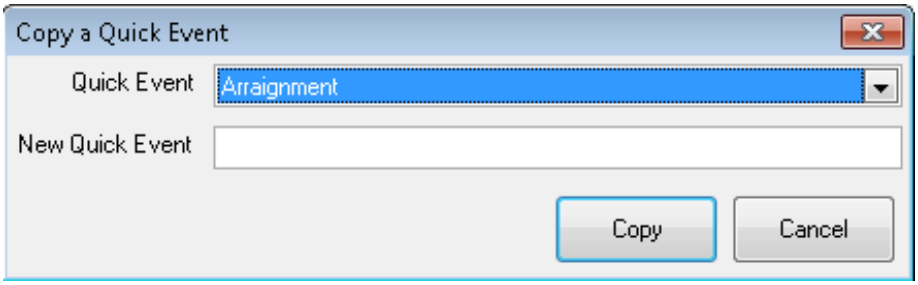
20. You can delete the selected Custom Quick Events List by pressing the **Delete** button. A **Delete Confirmation screen** will appear, select **Yes** to remove the list.





21. You can create a new Custom Quick Events List by copying the contents of any Quick Events List. Press the **Copy** button and the **Copy a Quick Event window** will open.





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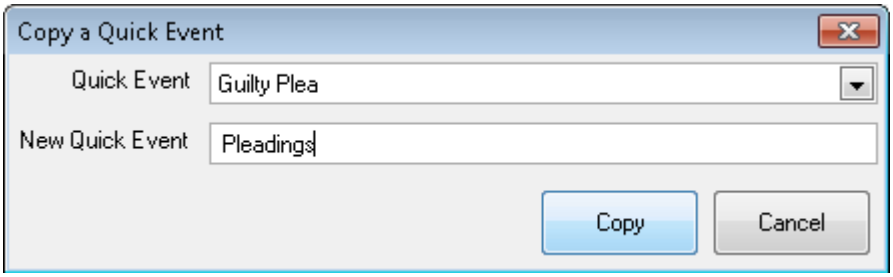
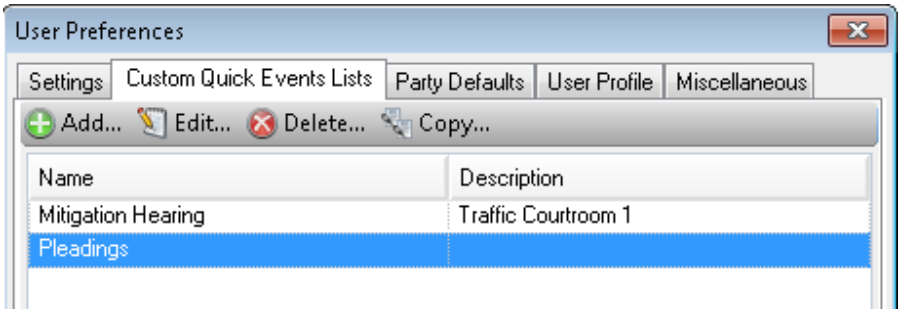
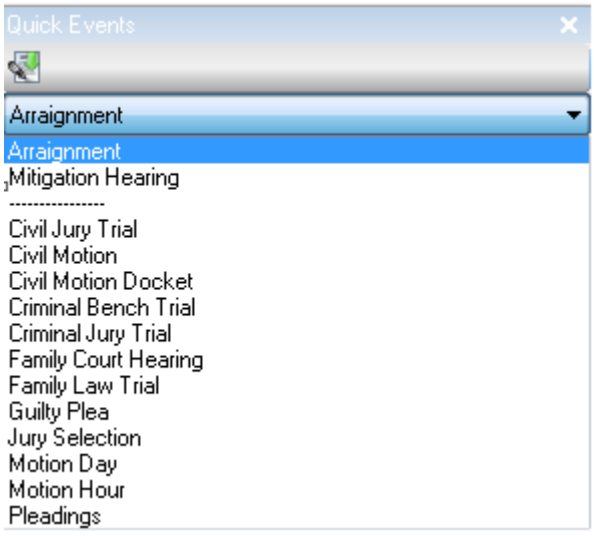
22. Use the pull-down to select a **Quick Events list** to copy.

23. Type in the name of your new list in the **New Quick Event** field and press **Copy**. The new events list will appear with the contents of the copied list.





24. When finished creating your Custom Quick Events Lists, press **OK**. The next time you start an Arraignment session, your new list will appear at the top of the **Quick Events List**.



Back to:

User Preferences

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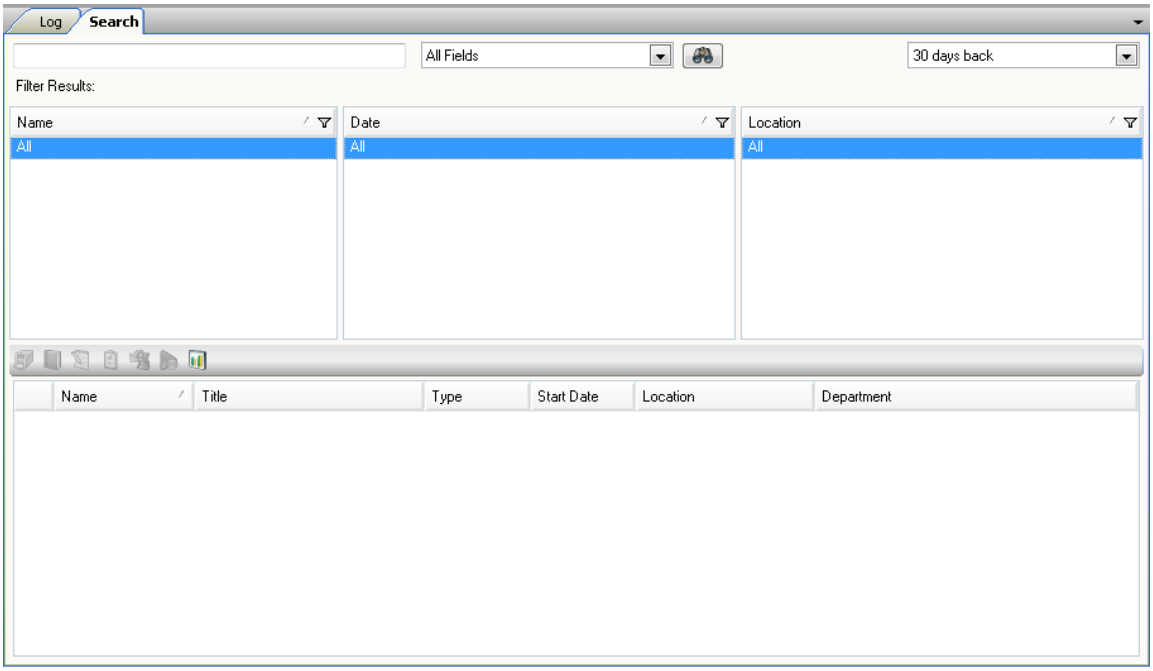
Search Tool

AutoLog 7 provides many options for searching for sessions. The **Search Tool** is located in the main log display as a tab. When the tab is selected, the log display will change to the Search Tool.

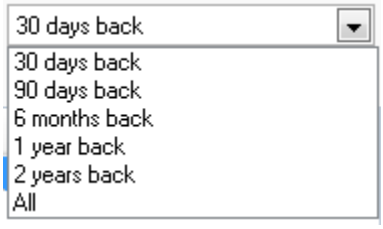


The Search Tool allows you to search in multiple categories with specific or partial search criteria as well as filters to narrow your search. You can also choose how far back in time you wish to search.

The top part of the Search Tool contains the **Criteria Field**, the **Category Selector** and the **Time Filter** pull-down.

Since **All Fields** is all that is selected, pressing the **Search** button at this point would yield results of all sessions, 30 days back, in the database being found.

The **Time Filter** will allow for searching in increments of time.



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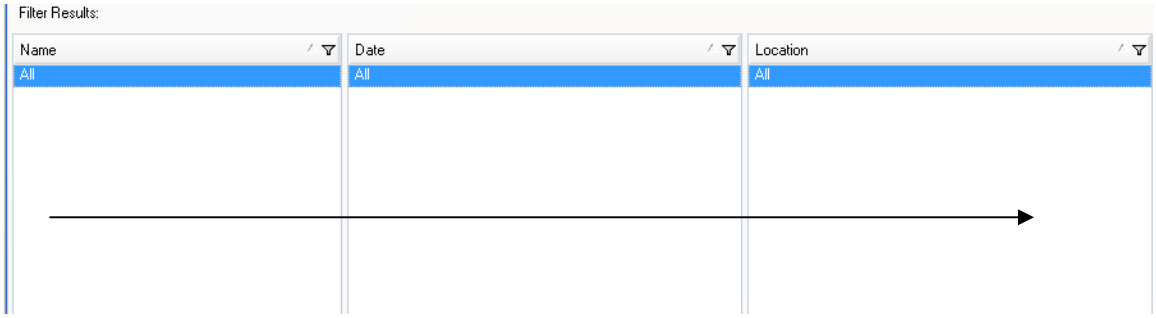
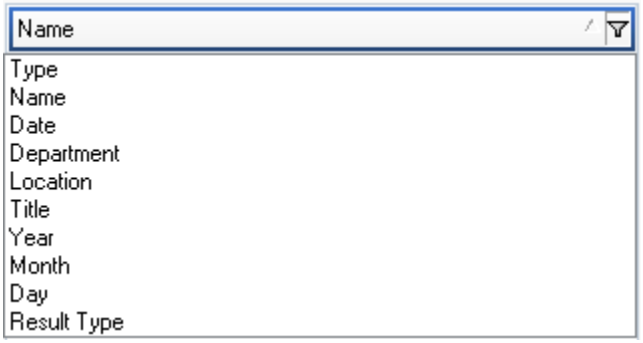
The **Filter Results** section of the Search Tool will allow you to set multiple filters to drill down your results. There are three filters that can be used at any one time and the filters are set from left to right. The filters set at this point are Name, Date and Location.

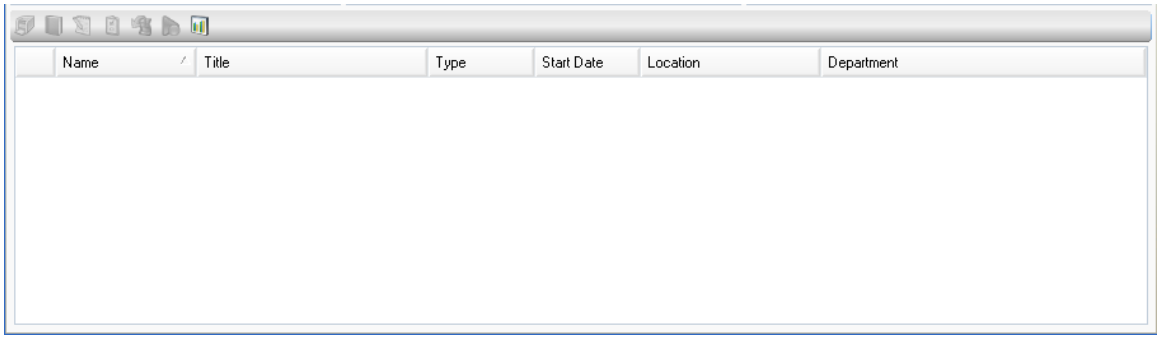


Filter 1 **Filter 2** **Filter 3**

Each filter list contains the same filters, so any combination of available filters can be used to narrow your search.



The Bottom section of the Search Tool is the **Search Results** field. Any session that meets the criteria and filters set for the search will appear in this pane. There are icons that will become available when a session is selected from this list. They will allow you the same functions as the Logged Today Tool, with the ability to print, publish, edit the session log, change session properties, view the session and start the session. There is also a Show/Hide columns that will allow you to view any column information that is available to the session.



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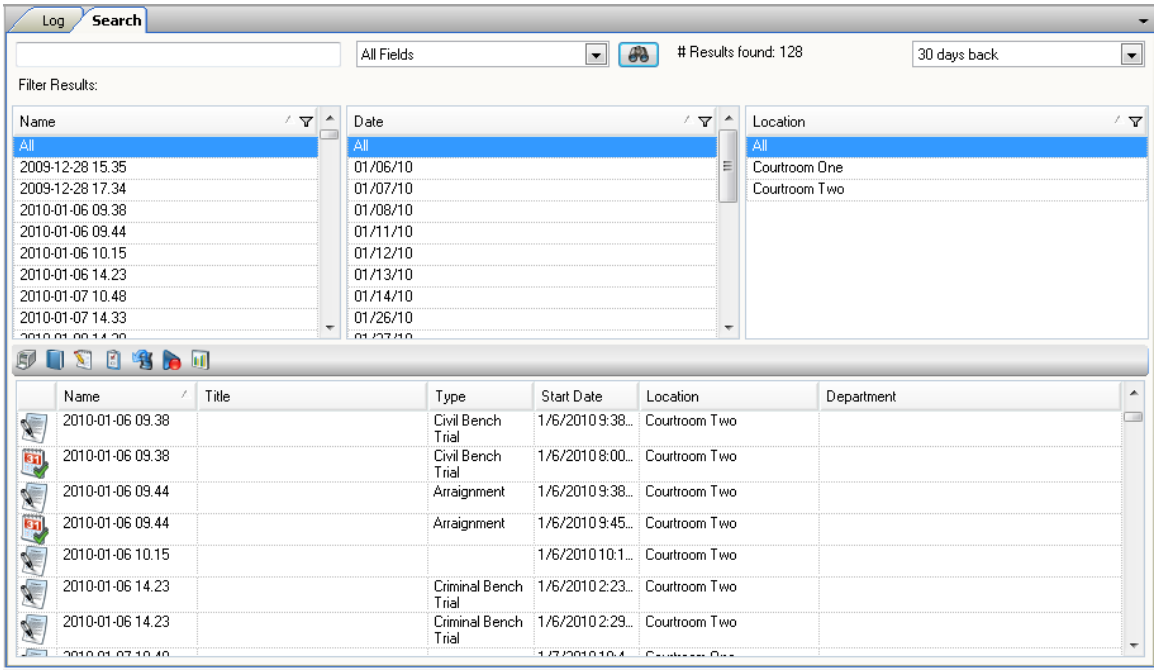
Search-Detailed Operation cont.

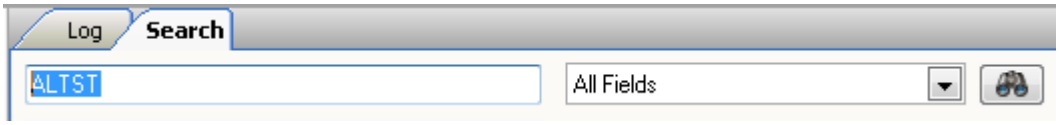
To search for a session:

1. Select the **Search Tool** tab and the Search Tool will appear in place of the Log Display.

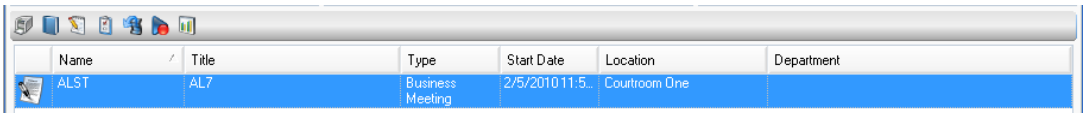
2. Press the **Search** button and all sessions, 30 days back, in the database will appear in the Search Results list.



3. We can simplify the search if we know certain information about the session. Type in a session name in the **Criteria** field and press the **Search** button.



4. The **Search Results** field will now only contain one session with the session name you typed in the criteria field. Since we searched by the category of **All Fields**, any session that contained the exact criteria string, in any of the searchable information fields, would show in the **Results Field**.



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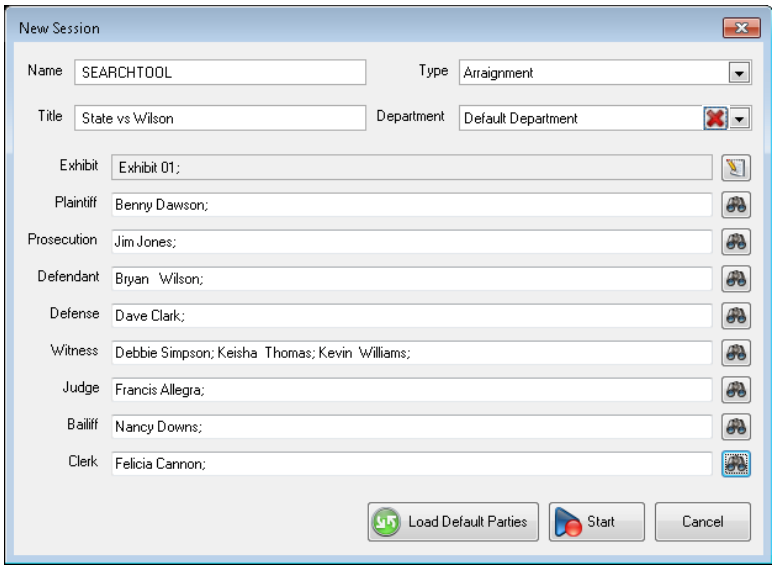
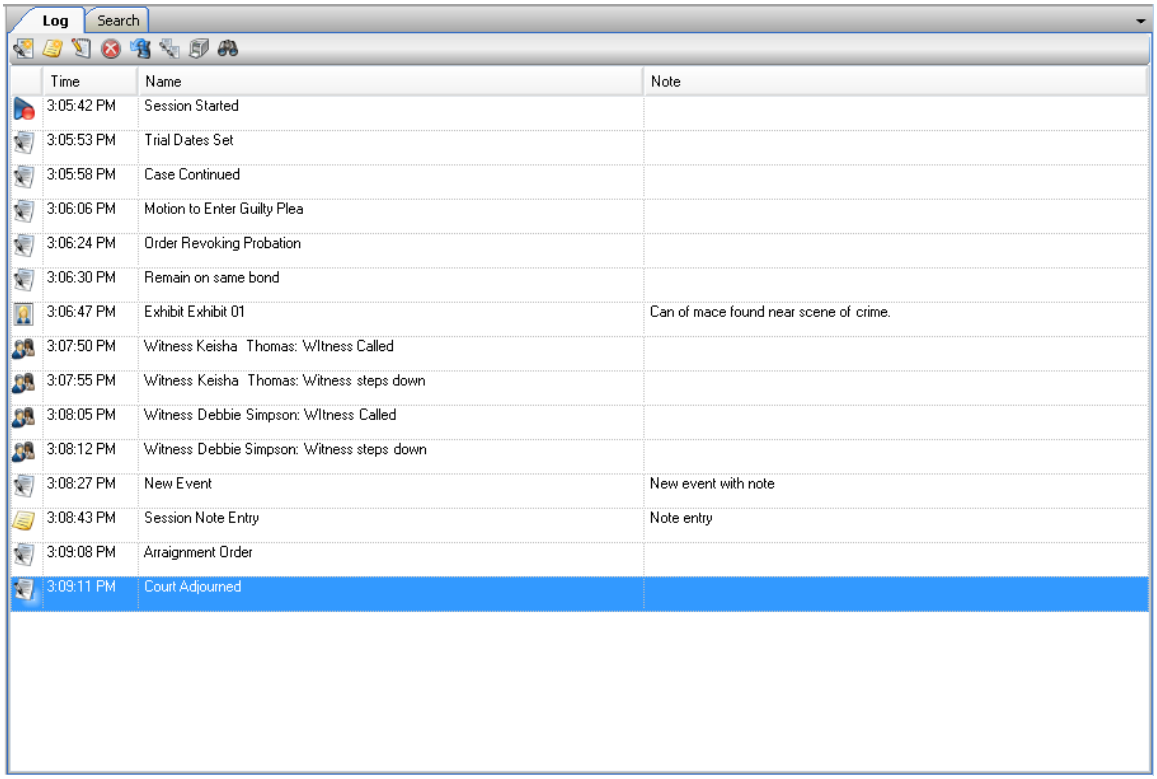
To better understand how the Search Tool works, a session has been created with all information fields filled in. This will allow us to search for one session with parameters we can compare.

We'll start with an **Arraignment** session with a session Name of **SRCHTOOL**. The session will have a title of **State vs Wilson** and belong to the **Default Department**. All of the **Party** and **Exhibit** fields have also been filled in.



This session was started and logged with events, notes, exhibits and parties. Then the session was ended.


Log
Search
Time
Name
Note
3:05:42 PM Session Started
3:05:53 PM Trial Dates Set
3:05:58 PM Case Continued
3:06:06 PM Motion to Enter Guilty Plea
3:06:24 PM Order Revoking Probation
3:06:30 PM Remain on same bond
3:06:47 PM Exhibit Exhibit 01 Can of mace found near scene of crime.
3:07:50 PM Witness Keisha Thomas: Witness Called
3:07:55 PM Witness Keisha Thomas: Witness steps down
3:08:05 PM Witness Debbie Simpson: Witness Called
3:08:12 PM Witness Debbie Simpson: Witness steps down
3:08:27 PM New Event New event with note
3:08:43 PM Session Note Entry Note entry
3:09:08 PM Arraignment Order
3:09:11 PM Court Adjourned

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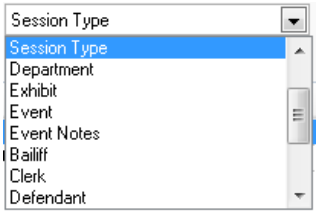
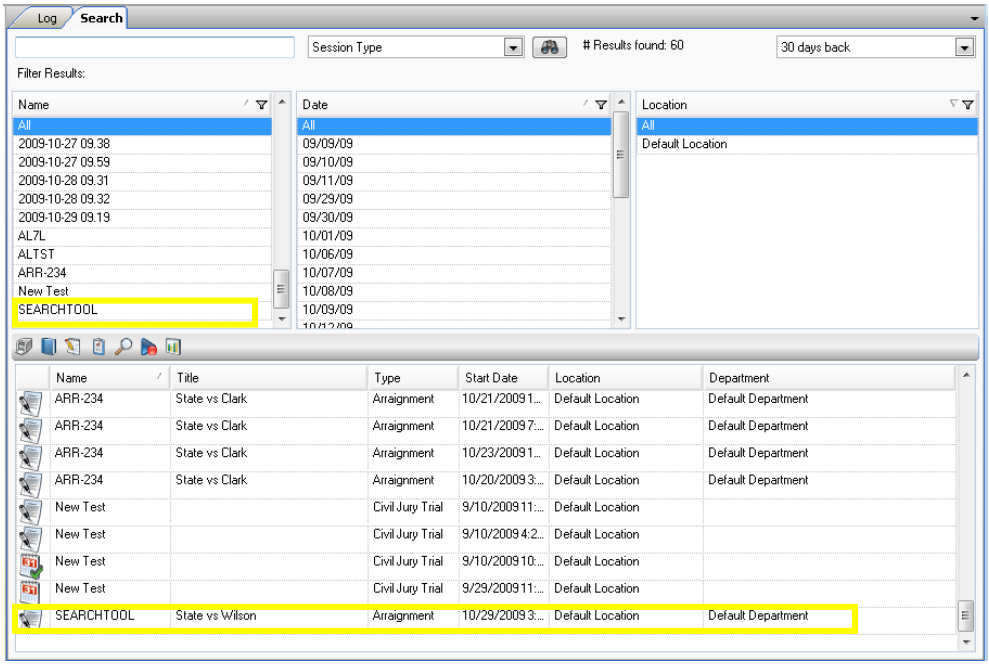
1. In the Search Tool, select **Session Type** in the **Category Selector**.

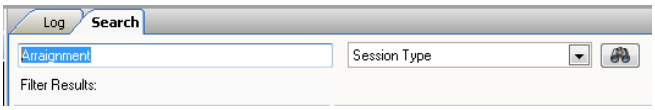


2. When the **Search** button is pressed, all sessions and related sessions, 30 days back, will appear in the **Search Results** list.

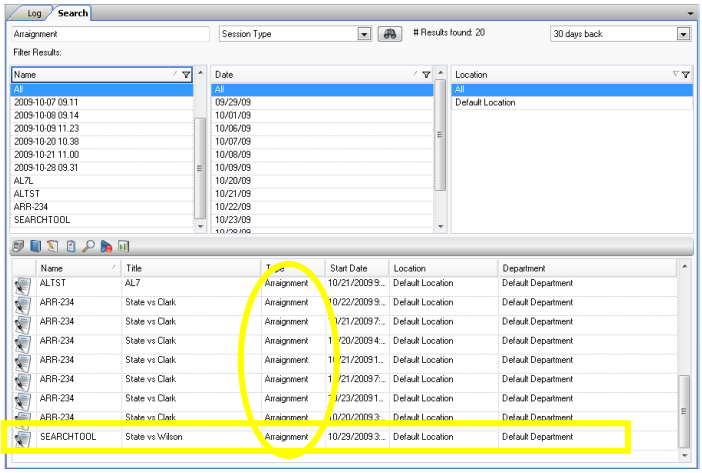


3. Since we assigned our session as an **Arraignment** type, it will be in the **Search Results** list. All other sessions, 30 days back will appear in the Search Results list due to all sessions having a session type.

4. In the **Criteria Field**, type **Arraignment** and press the **Search button**.



5. The results will now show all sessions and related sessions, 30 days back, that have a session Type of **Arraignment**. Since we assigned our session as Arraignment, it will be in the **Search Results** list.



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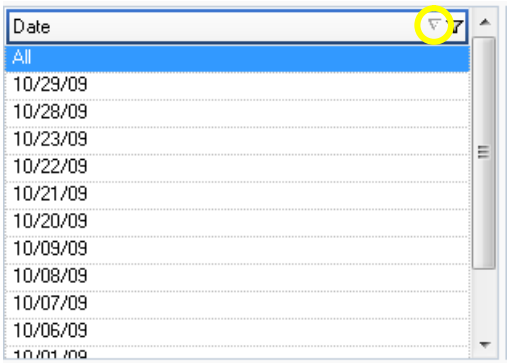
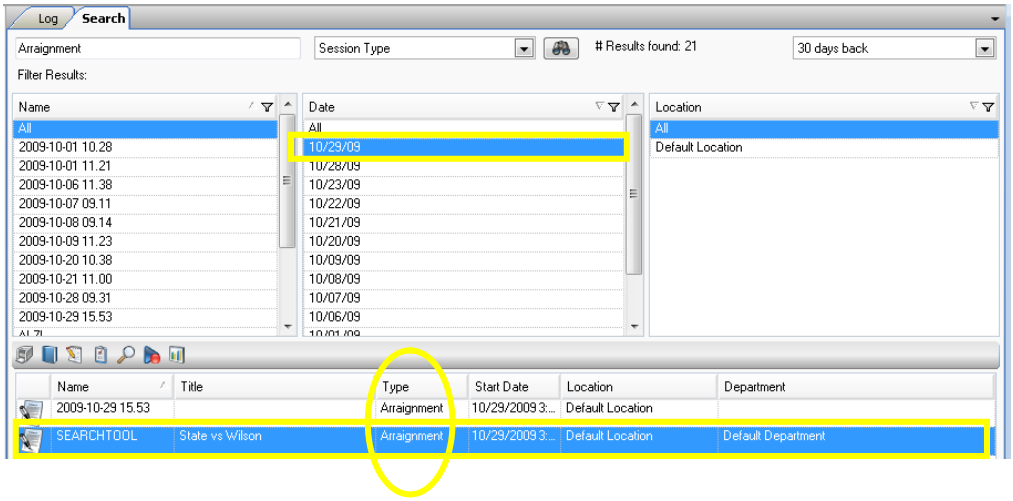
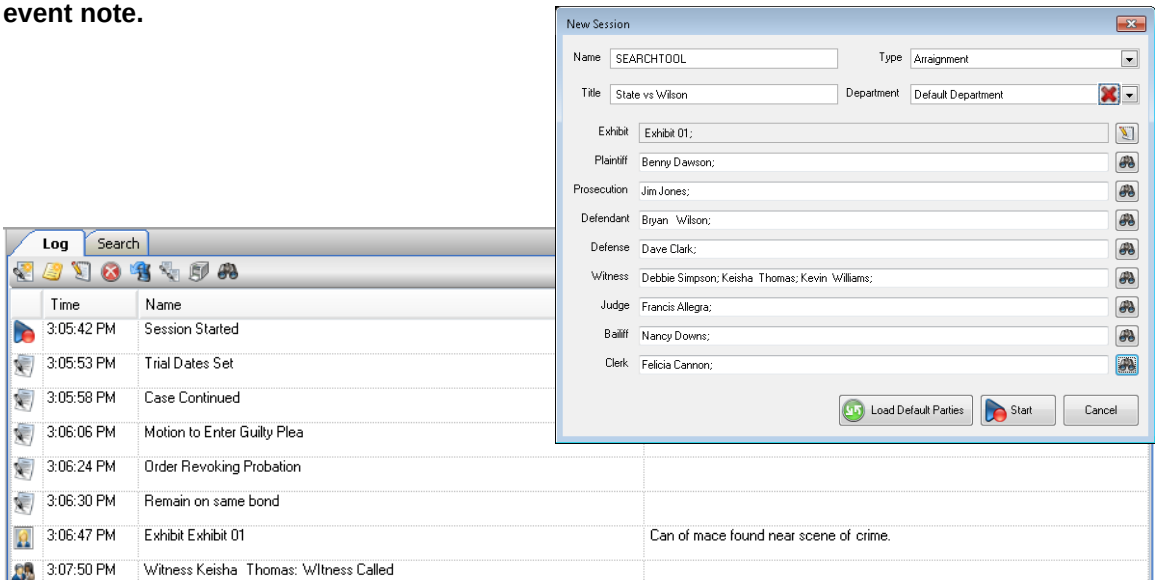
6. With the same category of **Session Type** and the **Criteria field** of **Arraignment**, select the date the session was performed (Hint: Use the column sort in Filter 2 to bring the latest date to the top of the list in the **Filter 2** section.)



7. Select the top date and the Search Results field will be narrowed down to those sessions that have been completed on this date. Our session is in the **Search Results** field along with another session that was performed on the same day, with the **Session Type** of **Arraignment**. With limited information we narrowed our search to two sessions.



Using our sample session we will now look for a session that contains a party and an event note.



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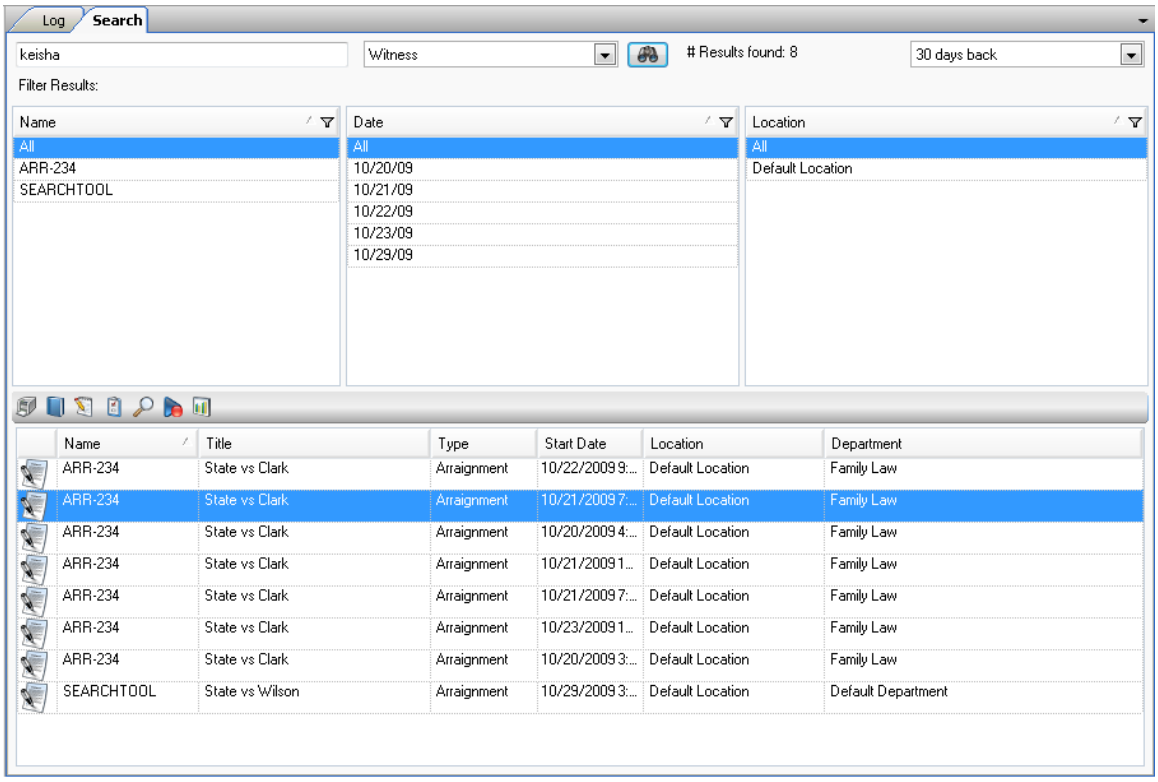
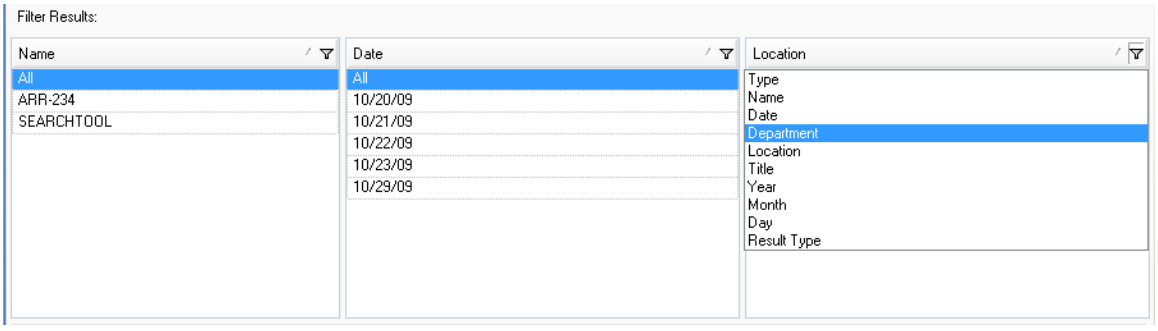
1. We are looking for a witness, with the name of “Keisha”. We also know that the session was performed within the last week and the department is the Default Department . Using this information, select **Witness** in the **Category selector** and type in “**Keisha**” in the **Criteria** text field and press the **Search** button.



2. The **Search Results** field will populate with all sessions and related sessions, 30 days back, that have a witness with a name “**Keisha**”.

3. Since we know that the department was the Default department, select the **Department** filter in the **Filter 3** pull-down.



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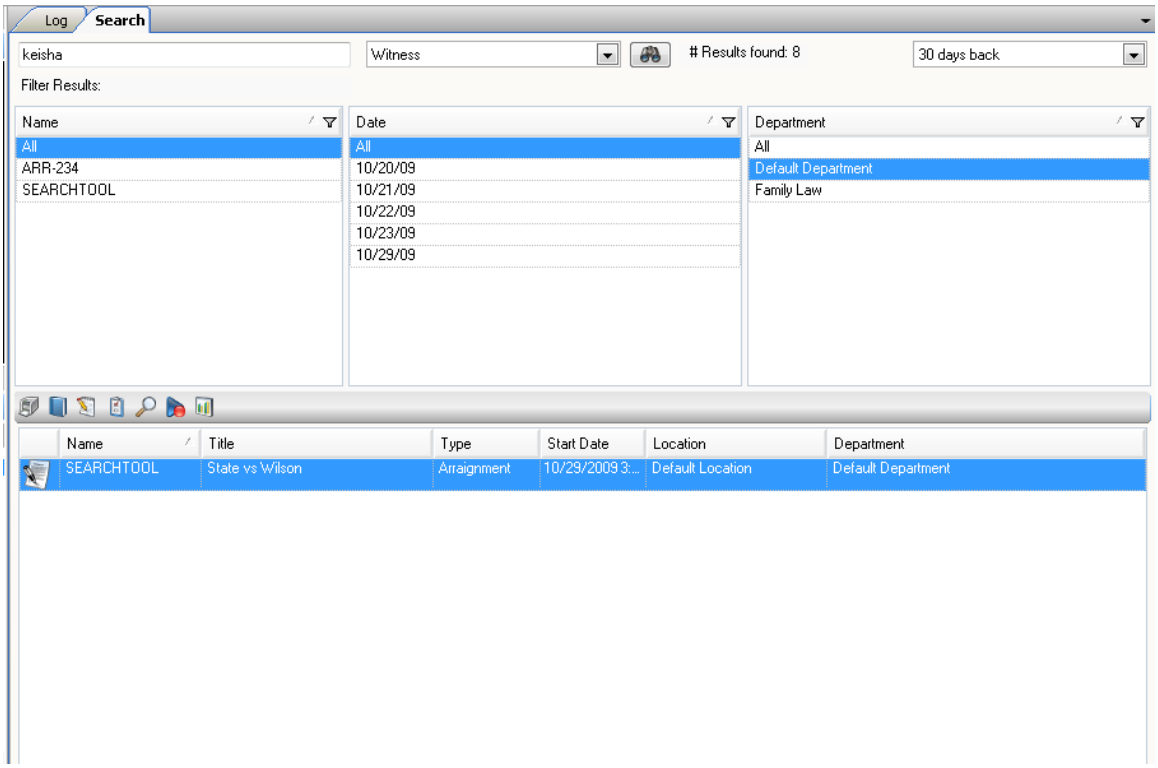
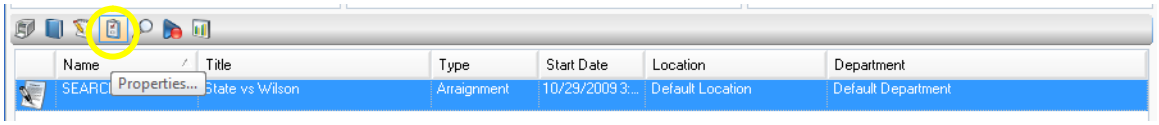
4. Select **Default Department** from the Filter 3 list.

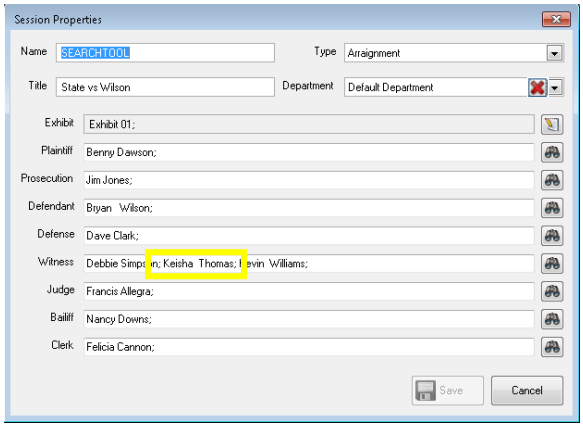


5. The Search Results field has been narrowed to one session. This session meets the criteria of a witness named "Keisha" that was part of a session 30 days back, or less, that was completed in the Default Department.

6. We can verify that this is the correct session by selecting the **Session Properties** icon located on the **Search Results Toolbar**.



7. The **Session Properties** for that session will open, and the name "**Keisha Thomas**" is a witness in this session.
(See Session Properties-Detailed)



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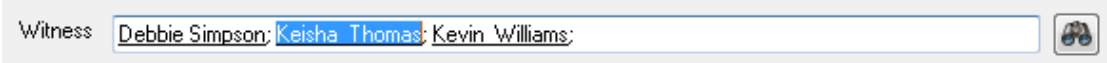
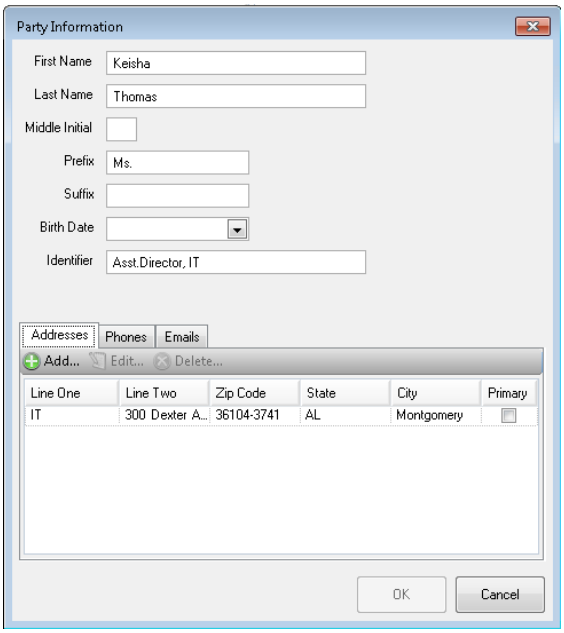
8. We can now contact Keisha by double-clicking on her name. The **Party Information** window for that party will open.



9. We now have, available to us, the party's name, address, phone number and e-mail.



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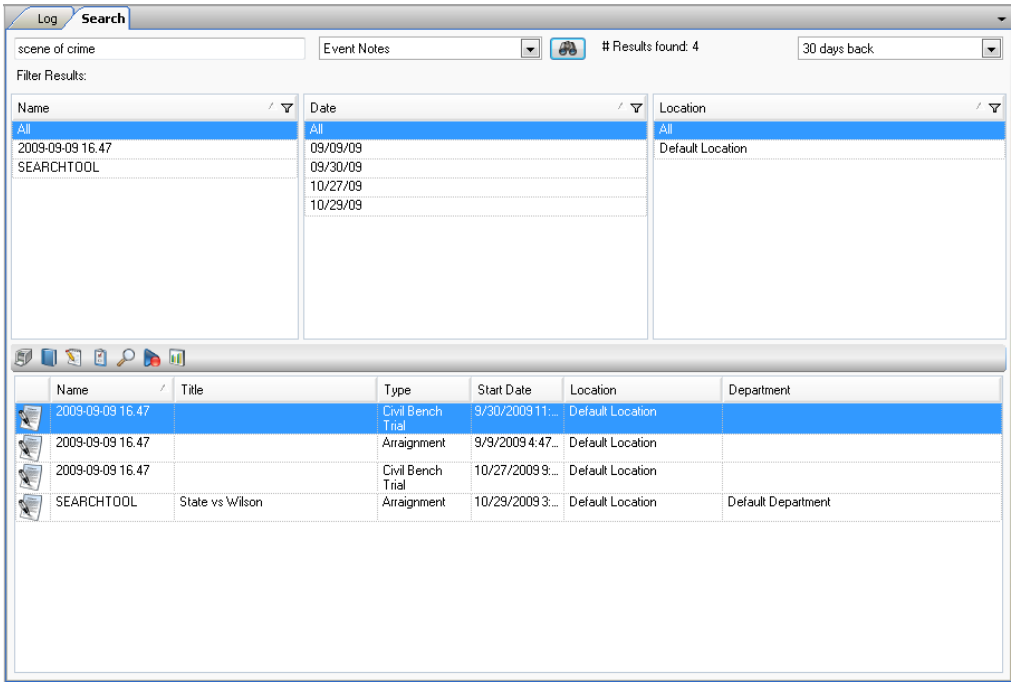
The second scenario will be to find a session with event notes. The event note we are looking for is “scene of crime”. Additional information we know, is that it was an Arraignment type session and belongs to the Default department.

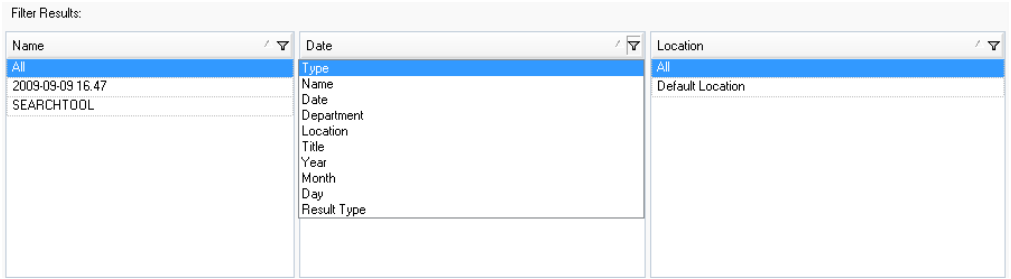
1. Select **Event Notes** in the **Category Selector**.

2. Type in “**scene of crime**” in the **Criteria** field and press the **Search** button.

3. The **Search Results** will show those sessions that meet the criteria of Event Text, “scene of crime” and 30 days back.



4. Select **Type** from the **Filter 2** pull-down.



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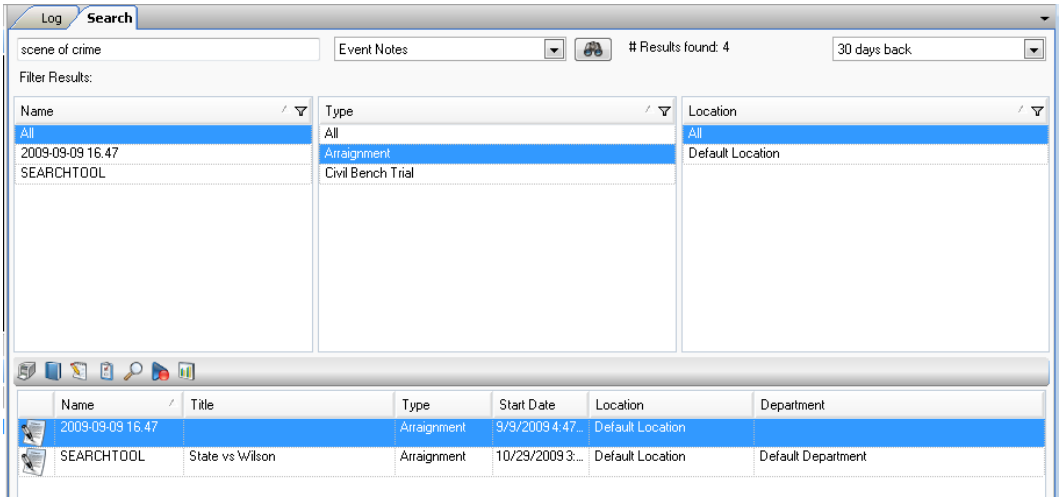
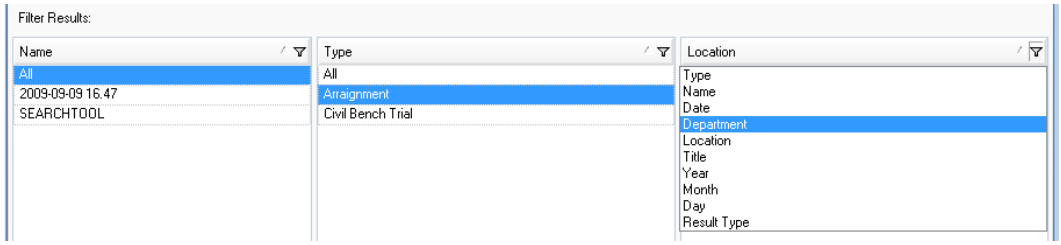
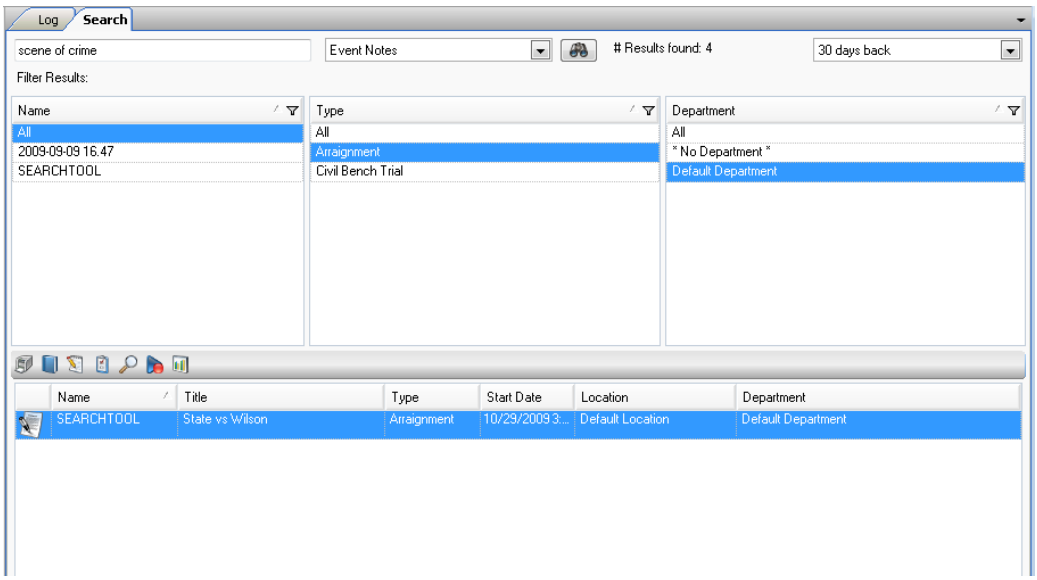
5. Select **Arraignment** from the **Filter 2** list and the Search Results will be filtered to only those session that meet the criteria of Event Text, “scene of crime”, Arraignment type and 30 days back.



6. Select **Department** from the **Filter 3** pull-down.



7. Select **Default Department** from the **Filter 3** list and the **Search Results** will be narrowed down to our sample case. This is the only session in the database that meets the criteria of Event Text, “scene of crime”, Arraignment type, Default Department and 30 days back.



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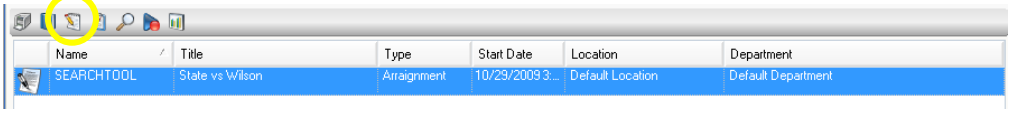
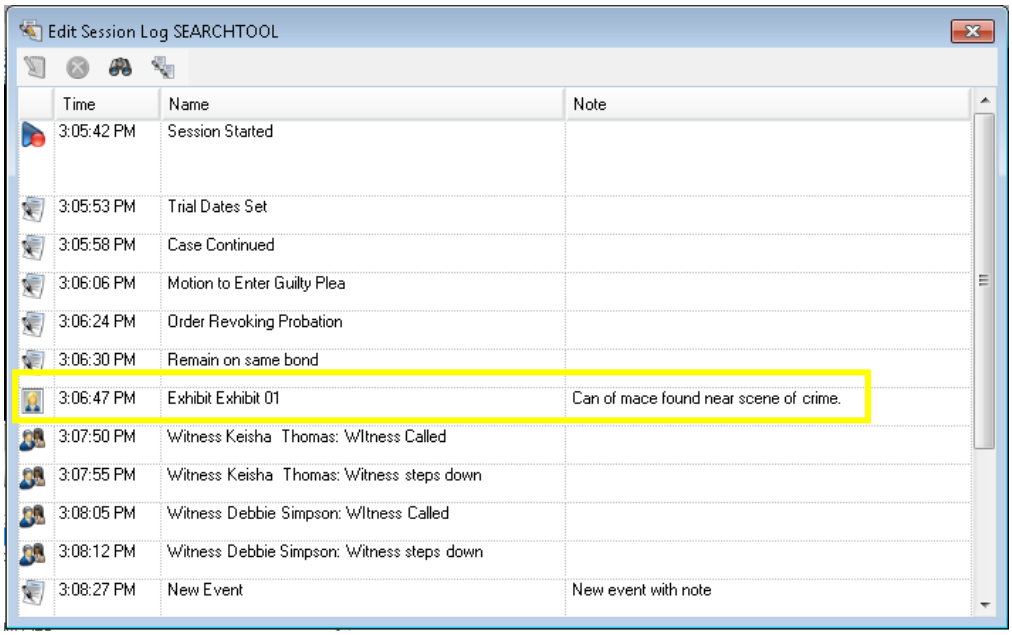
8. We can verify that this is the correct session by selecting the session from the **Search Results** list and pressing the **Edit** icon located on the **Search Results Toolbar**.



9. The **Edit Session Log** window for that session will open. The event note we were looking for is present in the session log. (See Edit Session Log-Detailed).



Back to:

Overview-Search Tool

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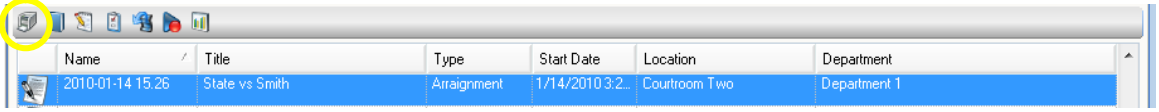
Print-Search Tool

To print from the Search Tool:

1. Select a session you wish to print.
2. Press the **Print** icon located on the Search Results toolbar.

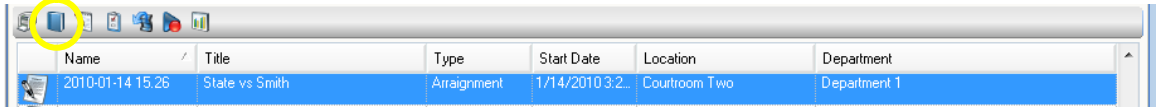


3. The **JAVS Print Wizard** will open. (See Print-Detailed).

Publish-Search Tool

To publish from the Search Tool:

1. Select a session you wish to Publish.
2. Press the **Publish** icon located on the Search Results toolbar.

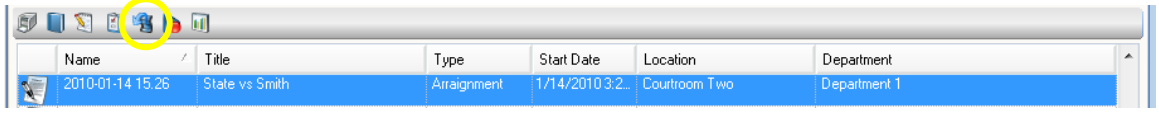


3. The **JAVS Publish Wizard** will open. (See Publish-Detailed).

Review-Search Tool

To view a session from the Search Tool:

1. Select a session you wish to view.
2. Press the **Review** icon located on the Search Results toolbar.



3. The **JAVS Review Tool** will open. (See JAVS View Tool-Detailed).

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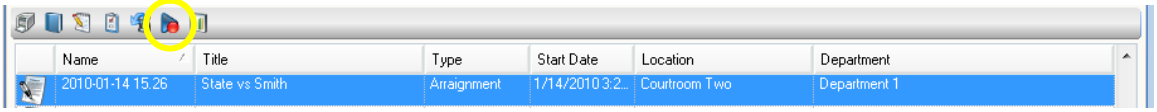
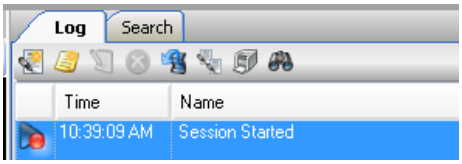
Start a Session-Search Tool

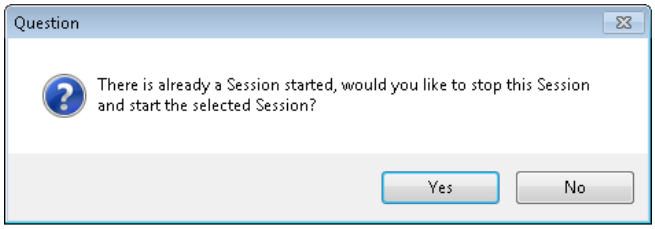
To start a session from the Search Tool:

1. Select a session you wish to Start.
2. Press the **Start** icon located on the Search Results toolbar.



3. The selected session will immediately start recording and an entry of **Session Started** will appear in the log display.
4. If a session is already in progress, a **stop session message** will appear (if enabled in User Preferences). Select **Yes** to continue.

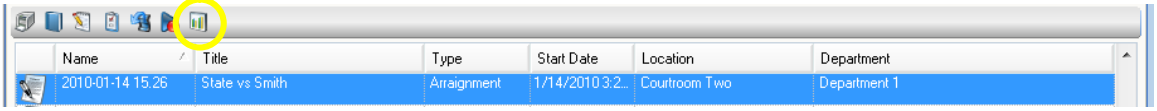




Show/Hide Columns-Search Tool

To show/hide columns from the Search Tool:

1. Press the **Show/Hide Columns** icon located on the Search Results toolbar.



2. The **Show/Hide Columns window** will open. (See Show/Hide Columns-Detailed)

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Session Properties-Detailed

Session Properties are defined as the information associated with a session. This information is stored in the database and can be added to or changed. Properties can be added before a session is started (in the case of the New Session window), or changed after the session is in progress or complete (Session Properties). Session Properties can be accessed from one of five places, the Main Toolbar, File Menu, Search Tool, Logged Today Tool and the Scheduled Today Tool.

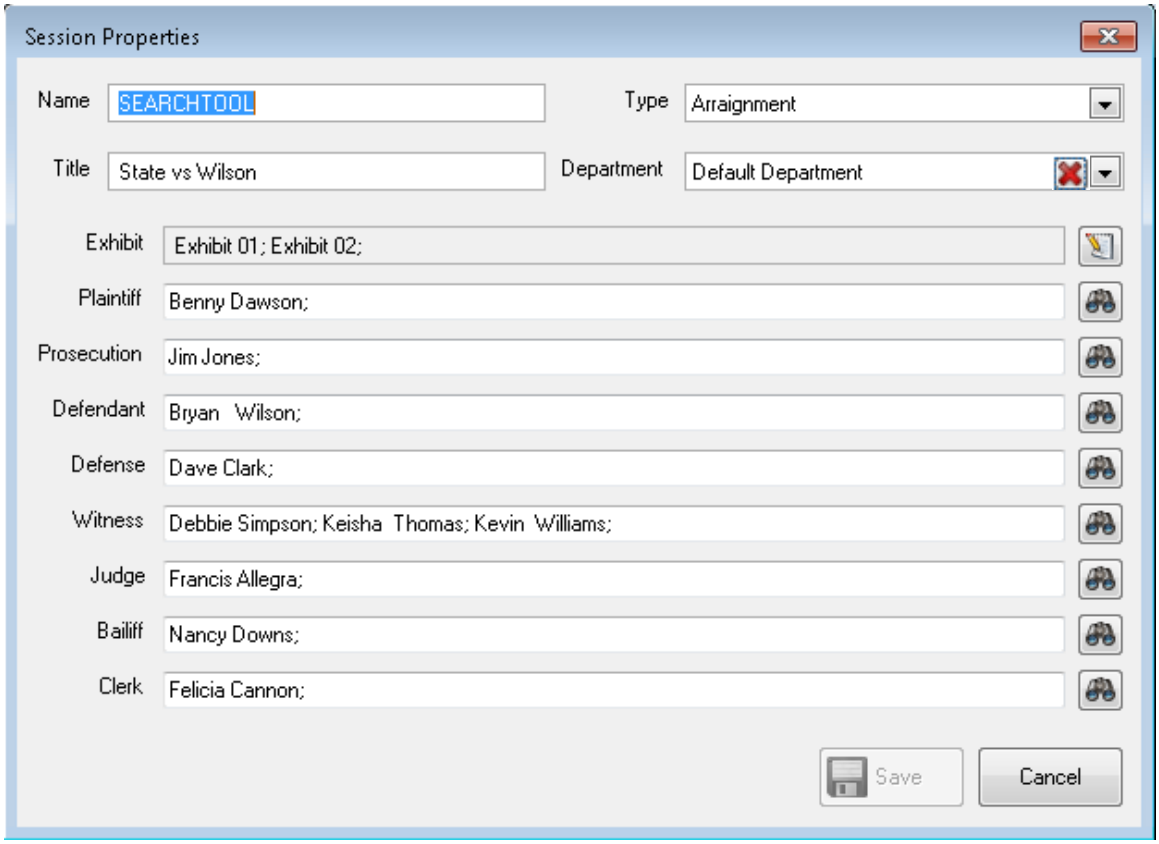
Once accessed, the Session Properties for that session will open with all the session group fields associated to that session. Session Group fields can be different for each Session Type and are setup by your JAVS technician.

The **Name** field shows the session name or number that uniquely identifies the session. In the case of a court session this will be the case number.

The **Title** field shows the title of the session.

The **Type** field will show the type of session that was selected.

The **Department** field shows the department in which the session was held.



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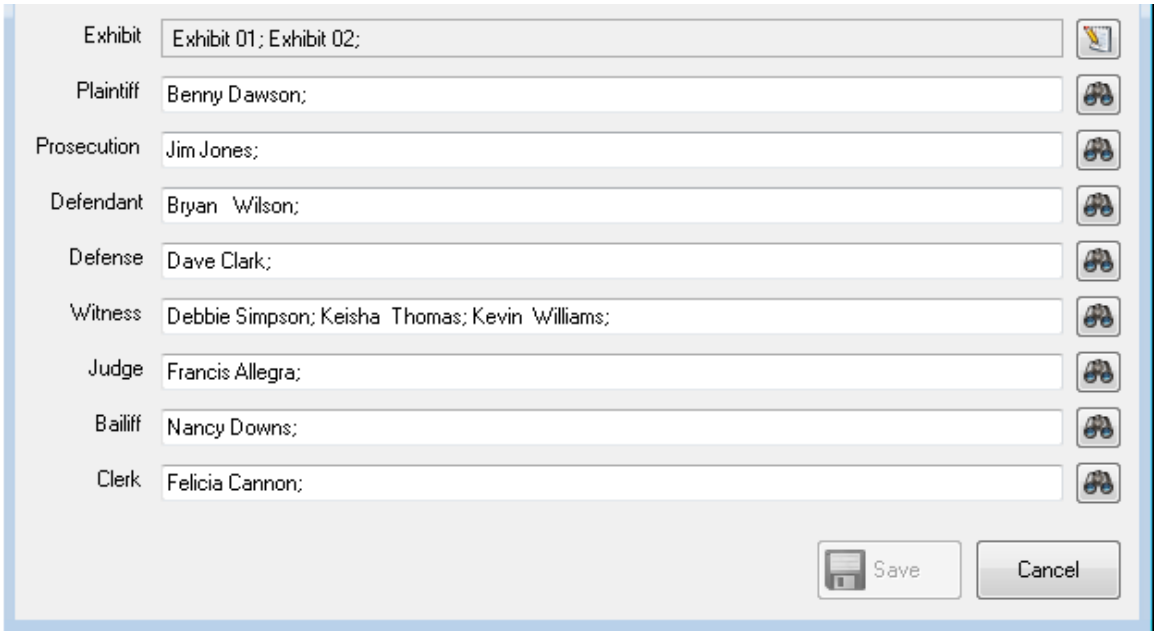
The **Exhibit** field will show any exhibits that are associated to this session.

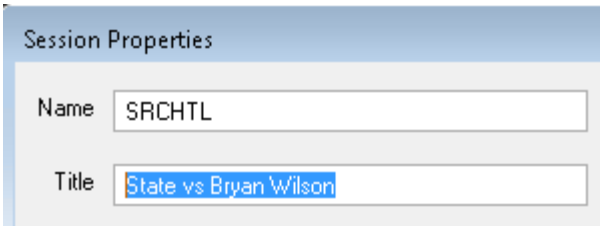
The **Session Group** fields will show all the Parties involved in this session.



To change information in the Session Properties window:

1. You can change the session name by typing directly in the **Name** field. If this is a new name, all related sessions will also be re-named. If the name is an existing one, only the selected session's name will be changed and become associated with the existing session.

2. You can change the session title by typing directly in the **Title** field. This will also change the title of all related sessions.



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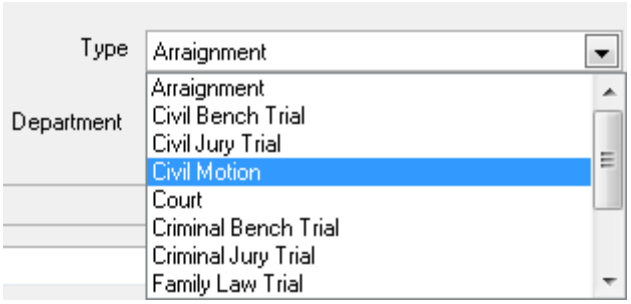
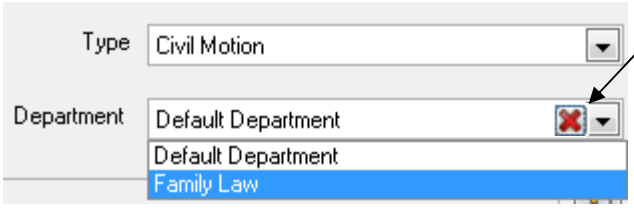
3. You can change the Session Type by using the **Type** pull-down. This will only change the session type of *this* session. Since Session Types can have different Session Group fields, if a type you select has a different set of group fields, then only those fields which are the same will retain the party information.



4. You can change the Department by using the **Department** pull-down. This will change the Department of all related sessions. (see Group Security Rights).

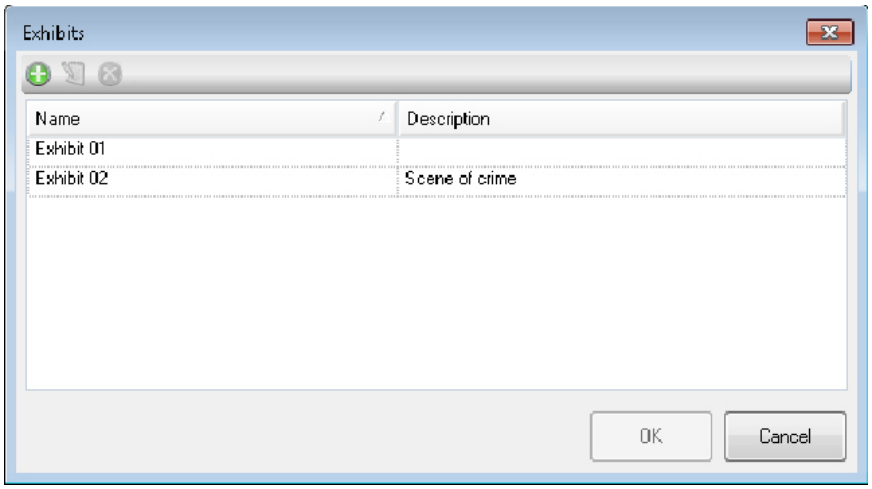


Use the Red X to disable department filtering for the session. This will set the department field to "Blank" and allow all users to have access to the session.

Administrator Note: Since an Administrator has all security rights, they will be able to change a session to any department. **Warning**: This could prevent those users who only belong to the current department assignment for the session to not be able to access this session.

5. You can change the Exhibit information or add new exhibits by using the **Edit** button to the right of the **Exhibit** field.

6. The **Exhibits** window will open.



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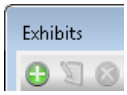
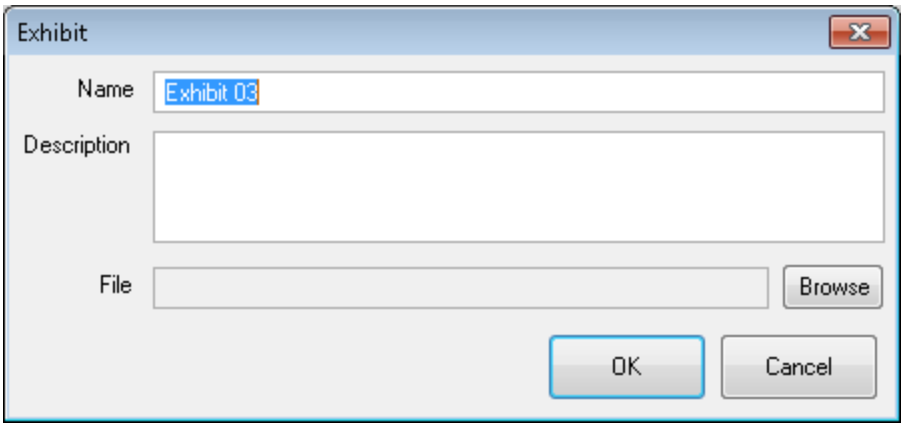
7. You can add a new exhibit to the session by pressing the **Add** icon and the **Exhibit** window will open.

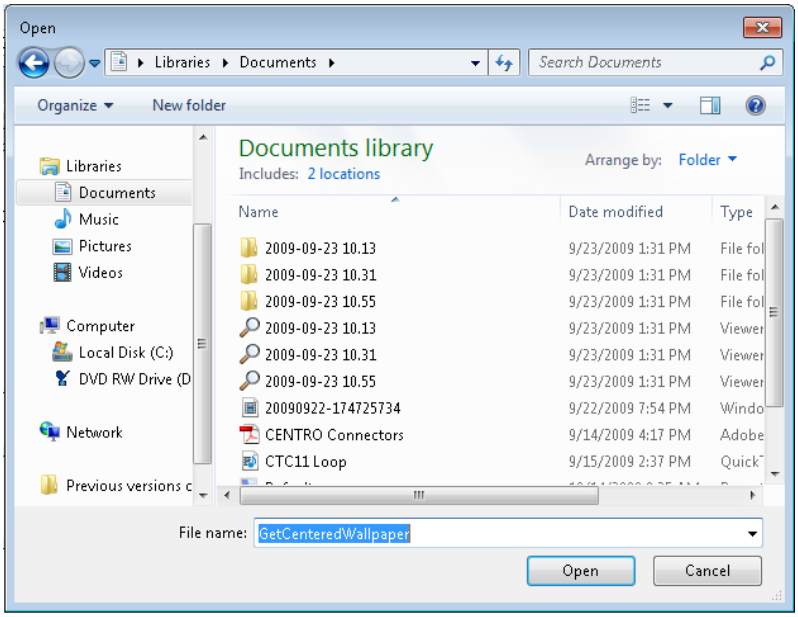




8. You can choose to accept the auto-generated text or type in your own name in the **Name** field. Since there are already 2 auto-generated exhibit names in this session, AutoLog 7 will generate the next successive number.

9. If needed, give the Exhibit a description in the **Description** field.

10. If there is a file associated with the exhibit, such as a picture file or a presentation file, you can select the **Browse** button and the **Open** dialog will appear and allow you to locate your file. When located, press the **Open** button. Your file will appear in the **File** field.



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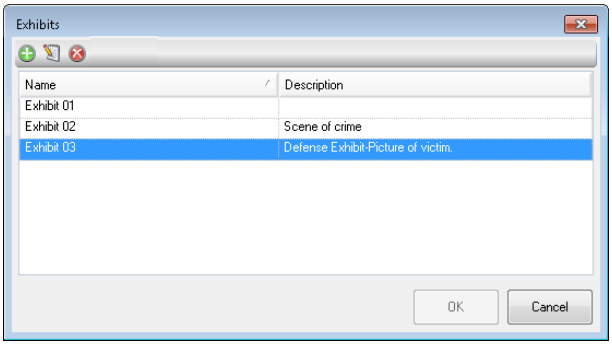
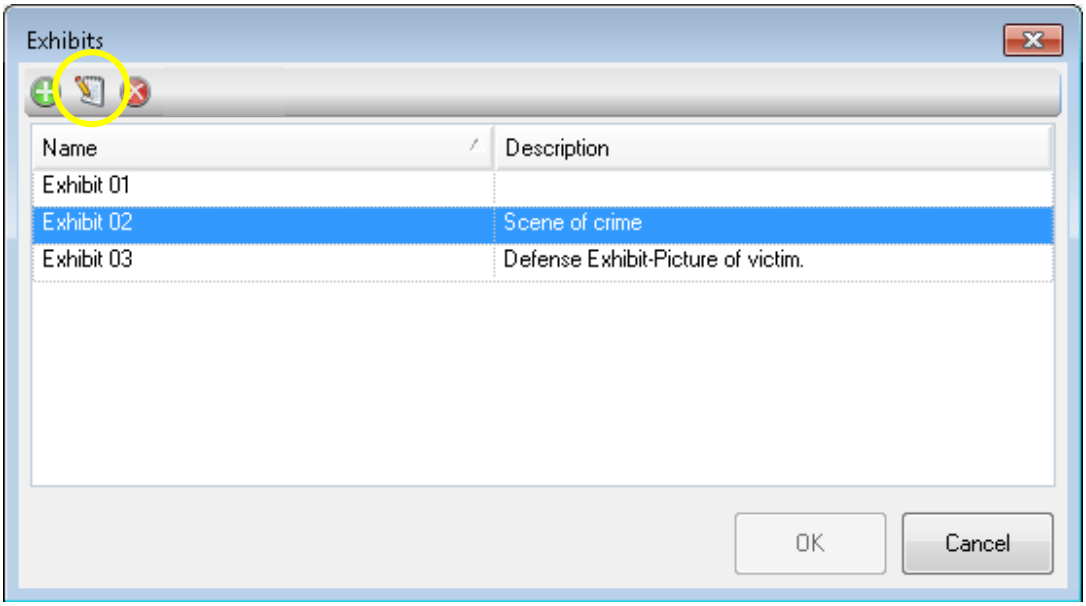
11. Press the **OK** button in the **Exhibit** window and your new exhibit with its description will appear in the **Exhibits** window.

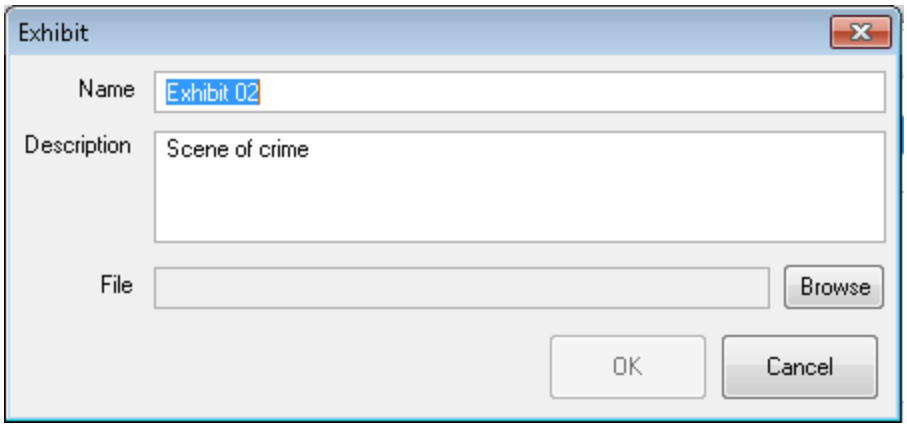


12. You can edit the information for an existing exhibit by selecting the exhibit to be edited and pressing the **Edit** icon , or simply double click the exhibit to be edited.



13. The **Exhibit** window for the selected exhibit will open.

14. Type directly in the **Name** field to make any changes.



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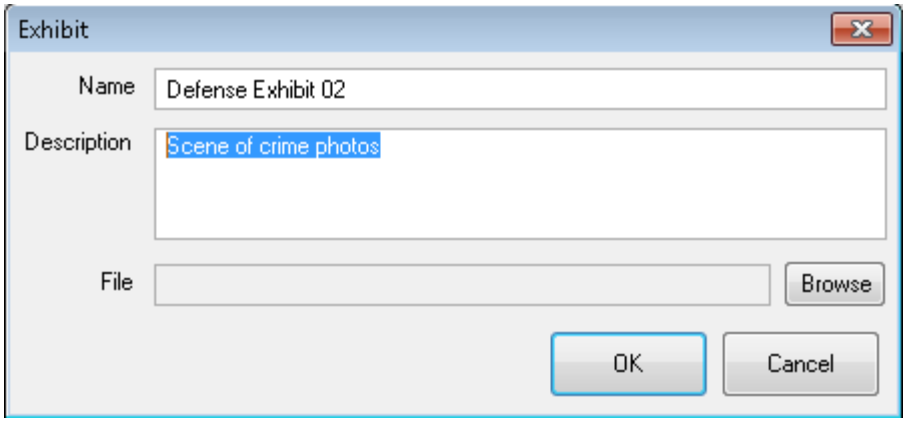
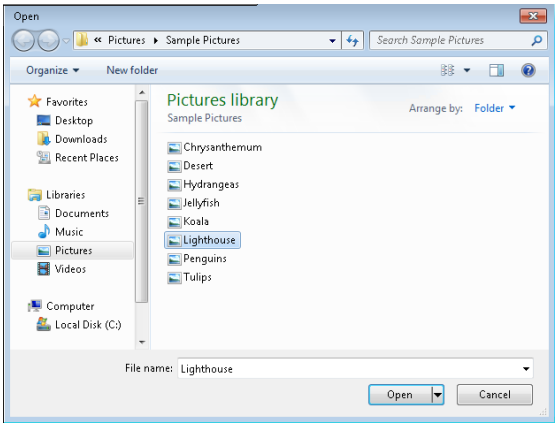
15. Modify the Description field by typing directly in the **Description** field.

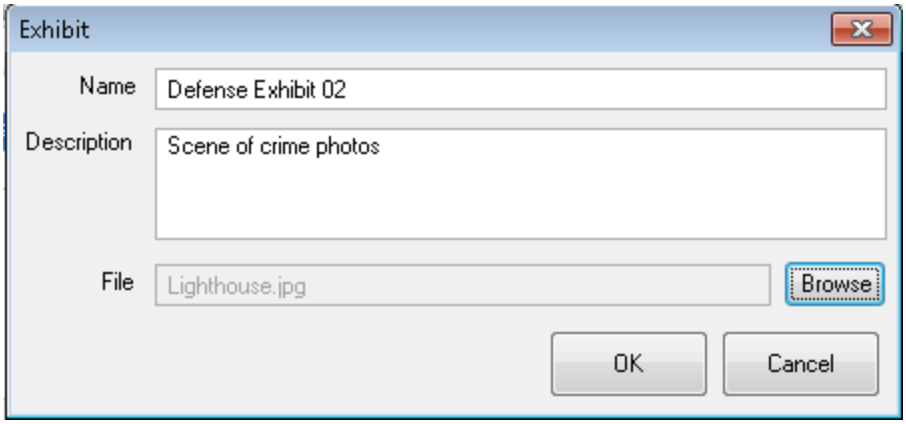


16. You can attach a file to the exhibit by using the **Browse** button and navigating to where the file is located.

17. Select the file to be attached and press the **Open** button.



18. The file is now a part of the session as shown in the **File** field.



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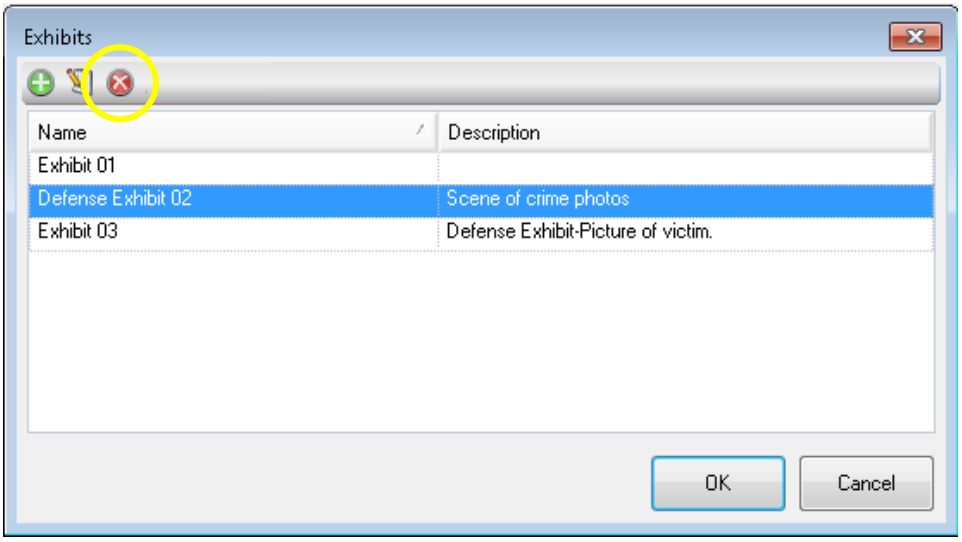
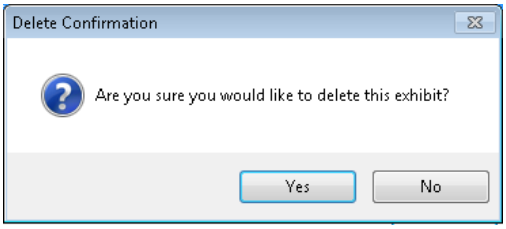
19. Press the **OK** button and you will return to the **Exhibits window**.

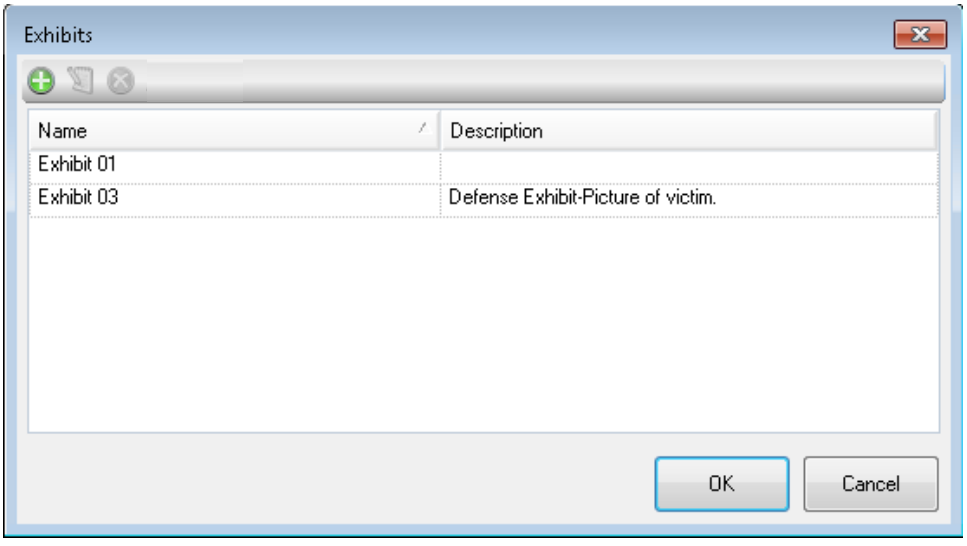
20. An exhibit can be removed from a session by using the **Delete** icon located on the Exhibits toolbar.



21. Select the Exhibit to be removed and press the **Delete** icon.

22. A **Delete Confirmation screen** will appear. Select **Yes** to remove the Exhibit.





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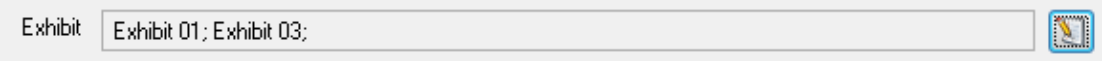
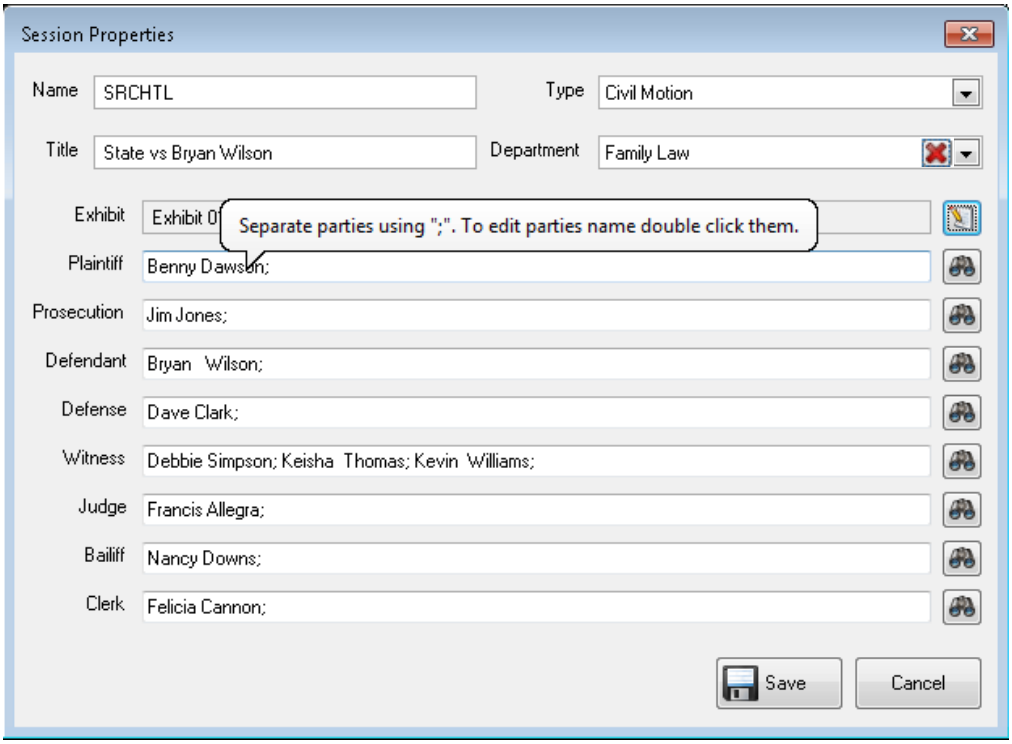
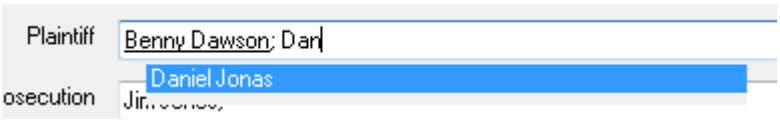
23. Press the **OK** button in the **Exhibits** window and you will return to the Session Properties window with any changes that were made to the exhibits field.



24. All party information in the Session Group fields is accessed in the same way. You can add a new party to any field by typing directly in the group field. Ensure there is a semi-colon between each name.



25. If the Party already exists in the database, AutoLog 7 will try to auto-fill the field by showing you a list of names to choose from.



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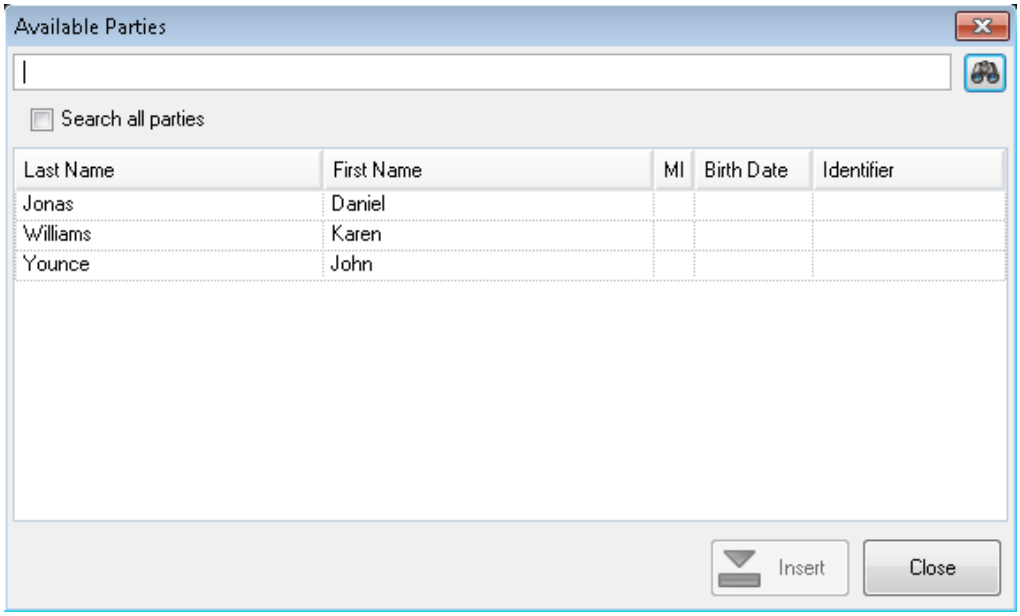
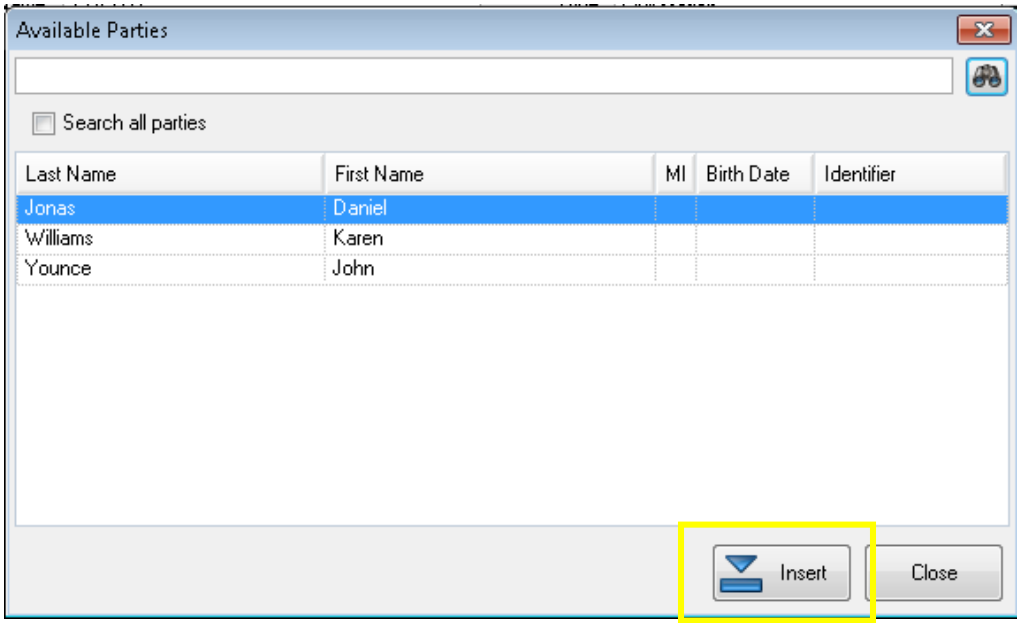
26. You can also add parties to a session group by selecting the **Search** button to the right of the group field.

27. The **Available Parties** window will open. This window will show a list of parties that have already been assigned to this session group.



28. Select a party and press the **Insert** button, or simply double-click on the party.



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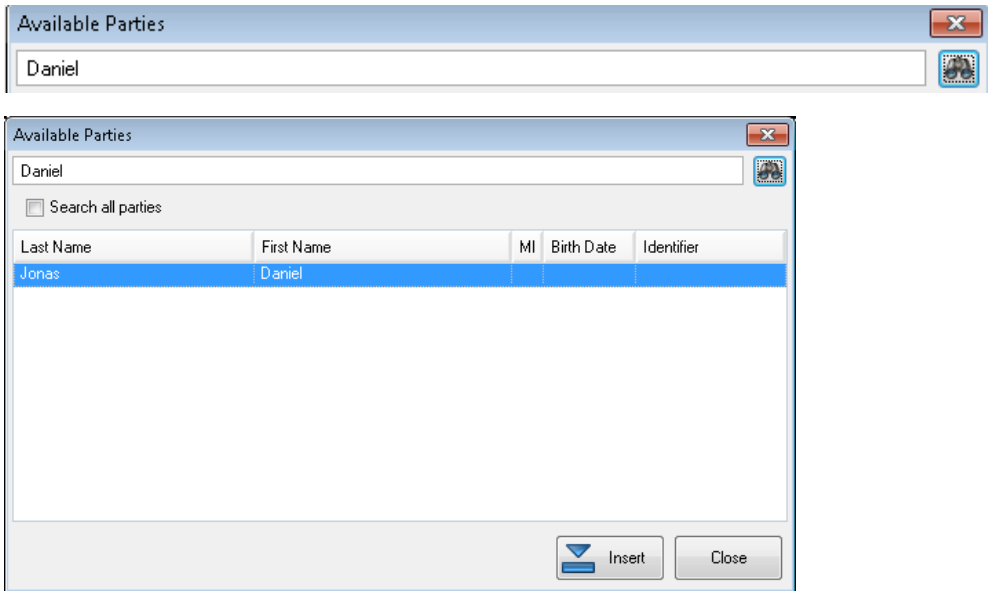
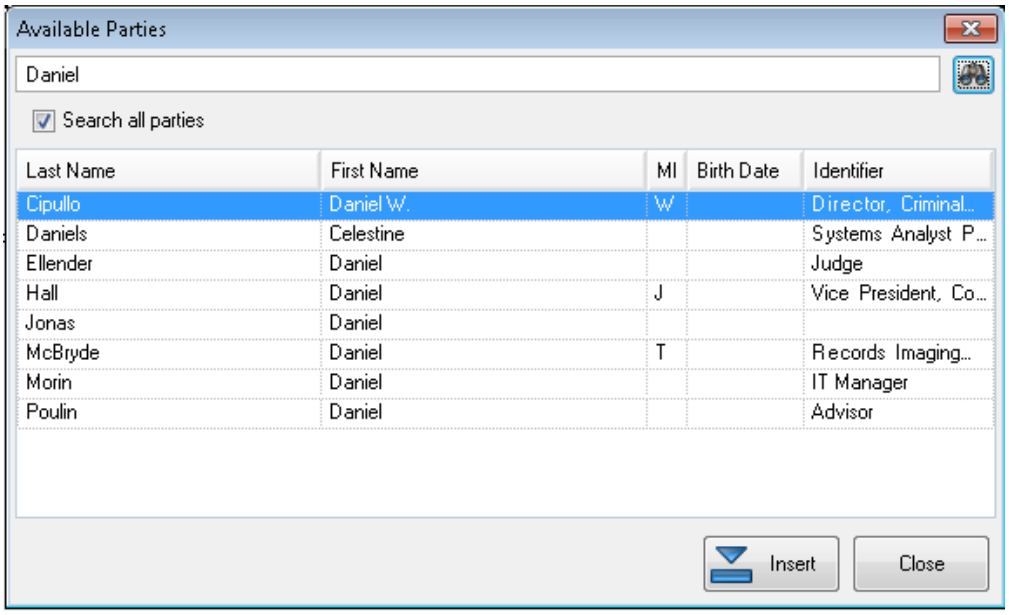
29. To search for a specific name in this group, type in the name or part of the name in the **Search Field** and press the **Search** button.



30. To search the database for all parties, in any group, select the **Search All Parties** checkbox and then press the **Search** button. If a party is part of another group and is assigned to a new group, that party will now belong to both groups.



31. When finished editing parties, press the **Close** button and you will return to the **Session Properties** window.

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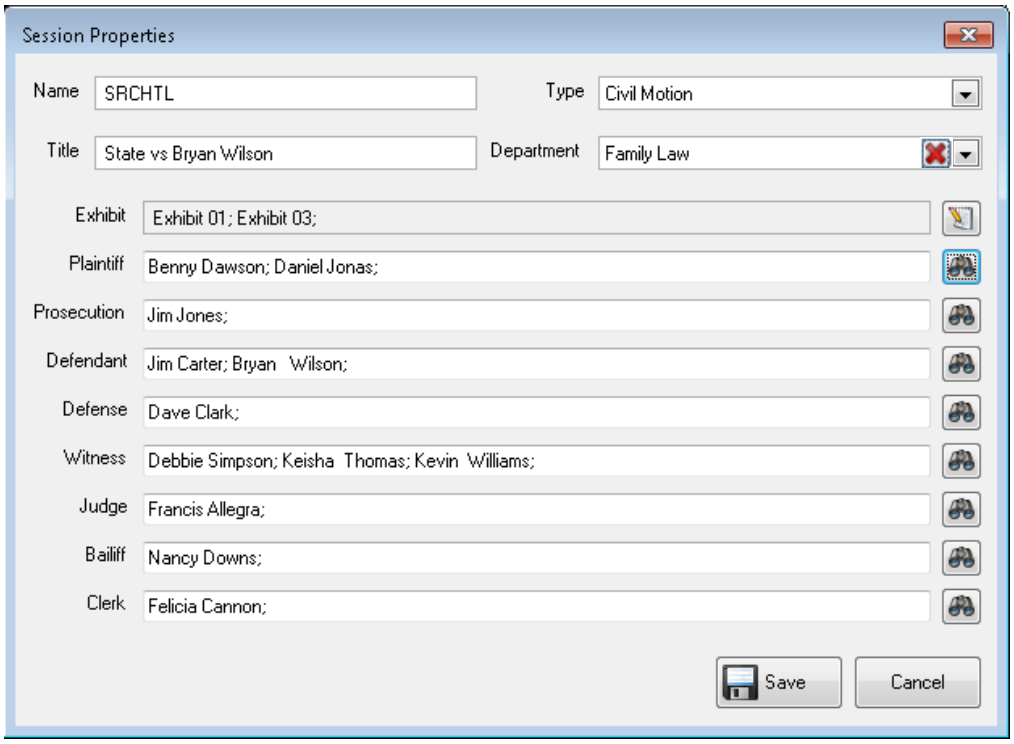
32. If all properties have been edited for this session, press the **Save** button and the new session data will be saved to the database.



Back to:

New Session

Managing Sessions-Session Properties

Managing Sessions-Scheduled Today Tool

Managing Sessions-Logged Today Tool

Detailed-Search Tool

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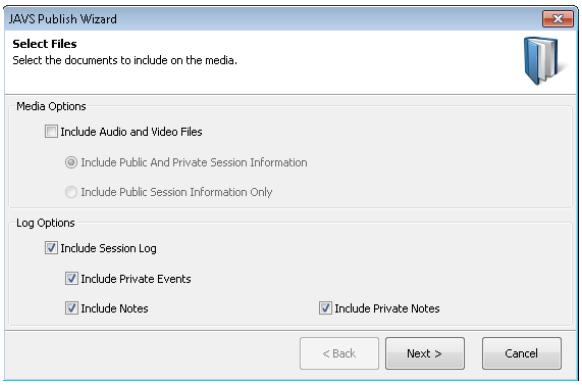
Publishing-Detailed

1. Once the Publish command is initiated, the **JAVS Publish Wizard** will open to the **Select Files** page.



Media Options
Include Audio and Video Files:
Choose this option if you wish to include all recorded audio and video. You can also choose whether to include public or private media.

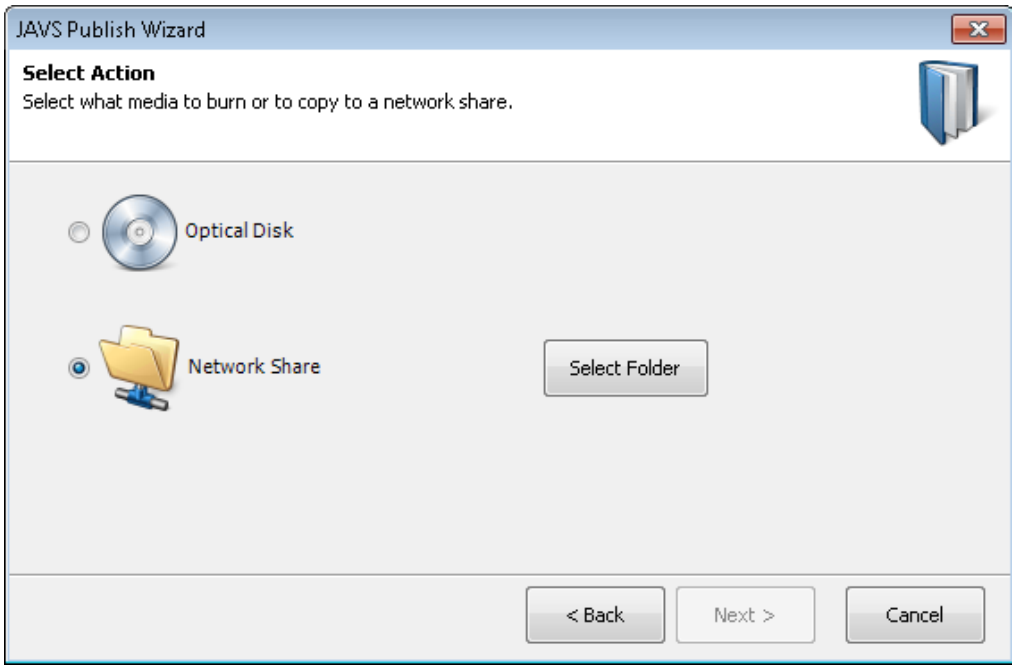
Log Options
Include Session Log:
Choose this option if you wish to include the session log. You can also choose whether to include public or private events as well as public or private notes associated with the log.

Note: Some publishing options may not be available to some users due to their individual security rights. See your administrator for your particular security rights.

2. After making your selections, press the **Next** button.

3. The **Select Action** page will open.

   The Select Action page will allow you to choose publishing to a CD or DVD as well as a network share folder.



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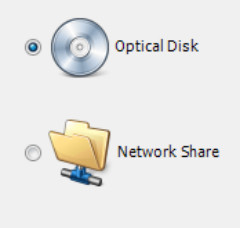
To publish to an optical disk:

1. Choose **Optical Disk** and press the **Next** button.

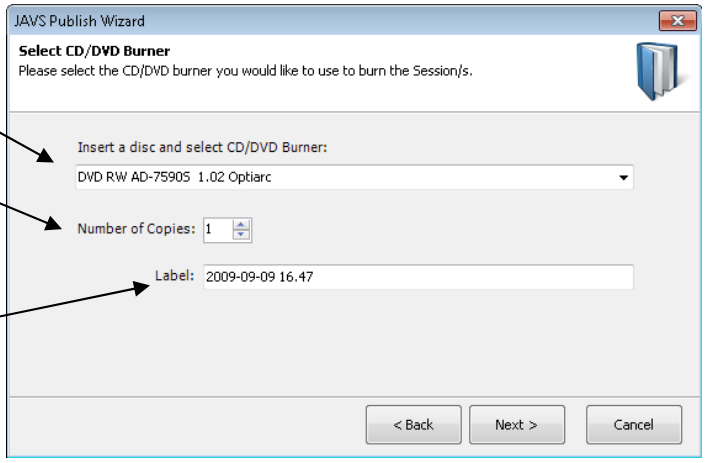


2. The select **CD/DVD Burner** page will open.

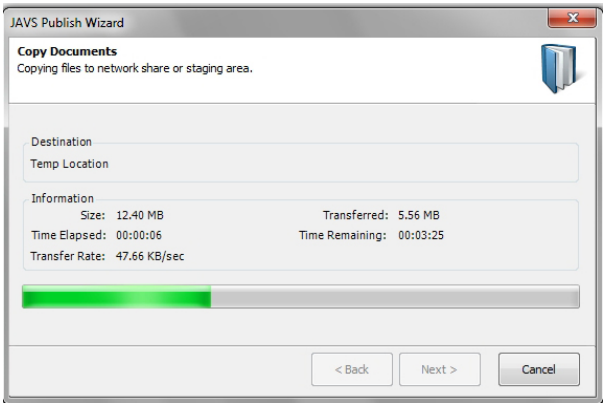
   Insert a DVD or CD into the burner and select the burner from the drive list.

   Select the number of copies you will be publishing.

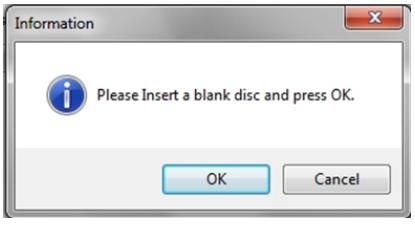
   The default name for the optical disk is the session name or the current date if more than one session is selected. You can choose to change this by typing in the Label field.


JAVS Publish Wizard
Select CD/DVD Burner
Please select the CD/DVD burner you would like to use to burn the Session/s.
Insert a disc and select CD/DVD Burner:
DVD RW AD-75905 1.02 Optiarc
Number of Copies: 1
Label: 2009-09-09 16.47
< Back
Next >
Cancel

3. Once your selections are made, press the **Next** button, and the **Copy Documents** page will open. The wizard will copy the selected files to a temporary location and show a status bar as well as information related to file size, time elapsed, transfer rate, how much has been transferred and time to complete.



4. When the transfer is complete, if a disk has not already been inserted into the drive, a message will appear to insert a blank disk and press **OK**.



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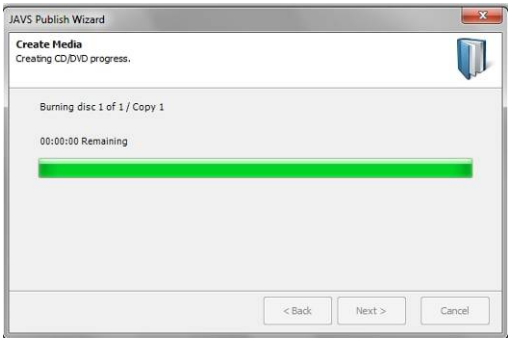
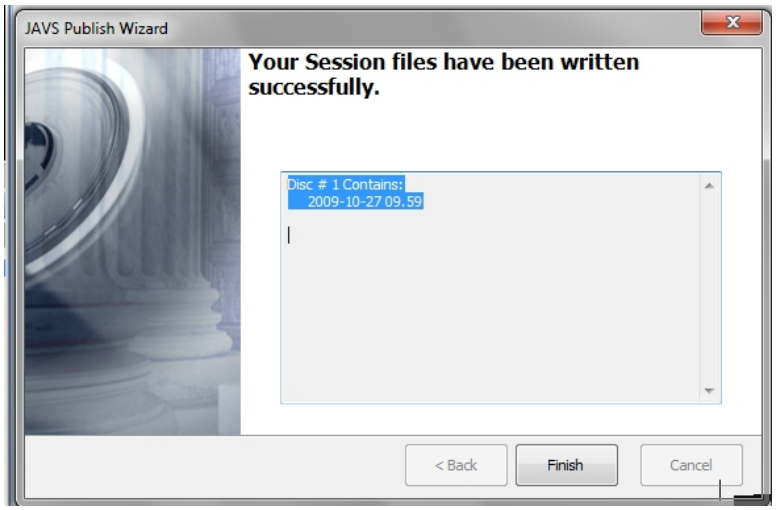
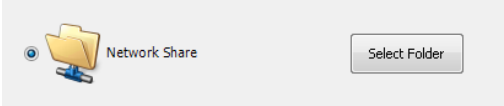
5. The **Create Media** page will open with a progress bar showing the burn process.



6. When burning is complete the **Finish** page will appear with the Disk Number and the files that are on the disk. Press the **Finish** button.



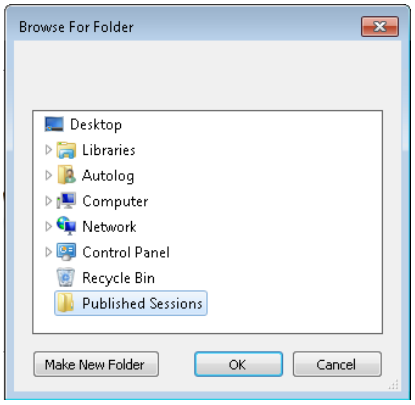
If **Network Share** is selected on the **Select Action page**, the **Select Folder** button will become active.



To publish to a network Share folder:

1. Press the **Select Folder** button on the **Select Action** page of the wizard and the **Browse For Folder** window will open.

2. Navigate to where you want to publish the session and select the folder, or create a new folder for the files to be published.



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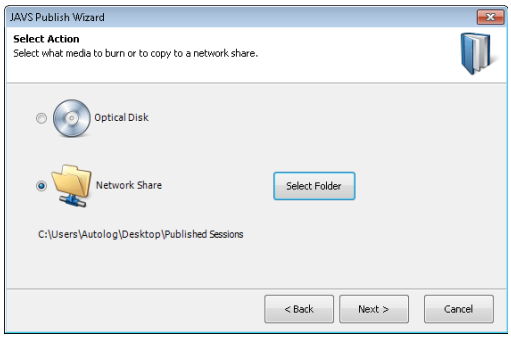
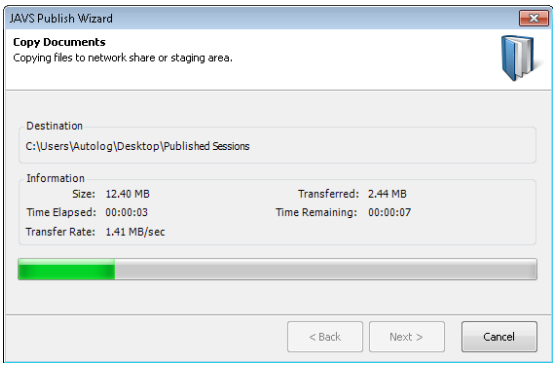
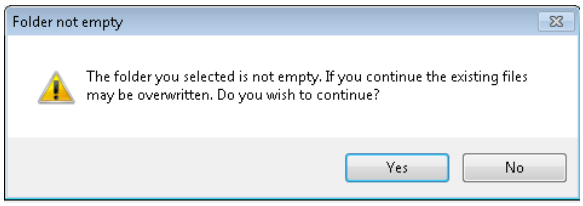
3. Press the **OK** button and you will return to the **Select Action page** and the file path will be present under the Network Share Folder icon.



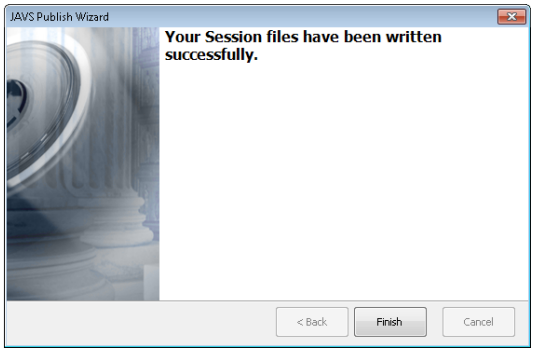
4. Press the **Next** button and the Wizard will copy the selected files to the selected folder and show a status bar as well as information related to file size, time elapsed, transfer rate, how much has been transferred and time to complete.



If the folder you selected is not empty, a **Folder not empty** message will appear. Select **Yes** to continue.


Folder not empty
The folder you selected is not empty. If you continue the existing files may be overwritten. Do you wish to continue?
Yes
No

Caution: If a session of the same name is in the folder, it will be over-written.



5. When complete, the **Finish** page will appear. You have successfully copied your session files. Press the **Finish** button.

Back to:

Overview-Publishing

Managing Sessions-Logged Today Tool

Detailed-Search Tool

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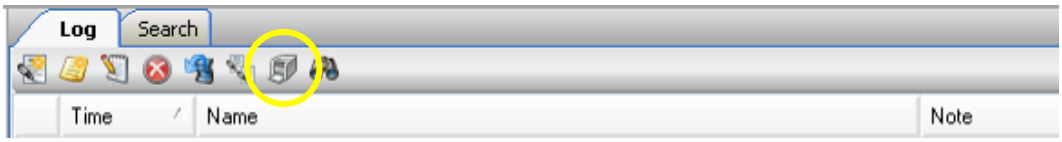
Printing-Detailed

The Print command can be initiated from many places in AutoLog 7 depending on what you would like to print. The print command for the current session log will print a report of the current log and any other sessions related to the current session. You will also be able to print exhibits and parties lists.

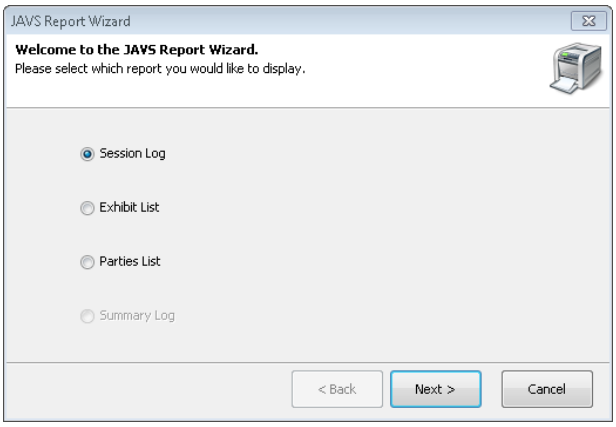
Print-Current Session/Logged Today Tool/Search Tool

1. **To print the current session log and related sessions do one of the following**;

   A. Select the menu item **Tools>Log>Print**.
   B. Select the **Print** icon on the Log Tab toolbar.

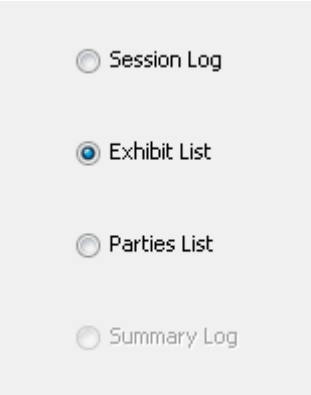


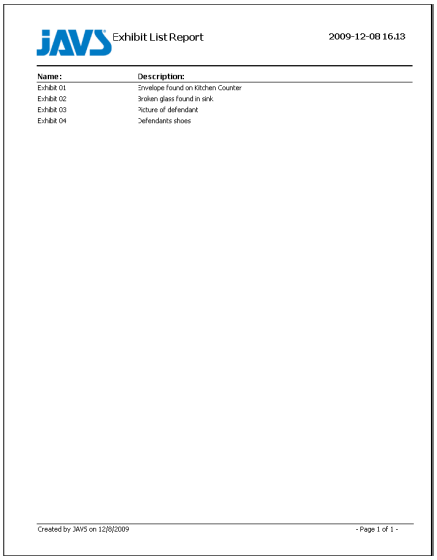
2. The **JAVS Report Wizard** for (**the current session**) will open.



3. The first page of the wizard allows you to choose what type of report you wish to print. Select a report type and press the **Next** button. The Exhibit and Party list selections will only be available if the session includes parties and exhibits.

4. If **Exhibit List** is selected, when the **Next** button is pressed, the report will immediately be generated with a list of the exhibits related to the session.





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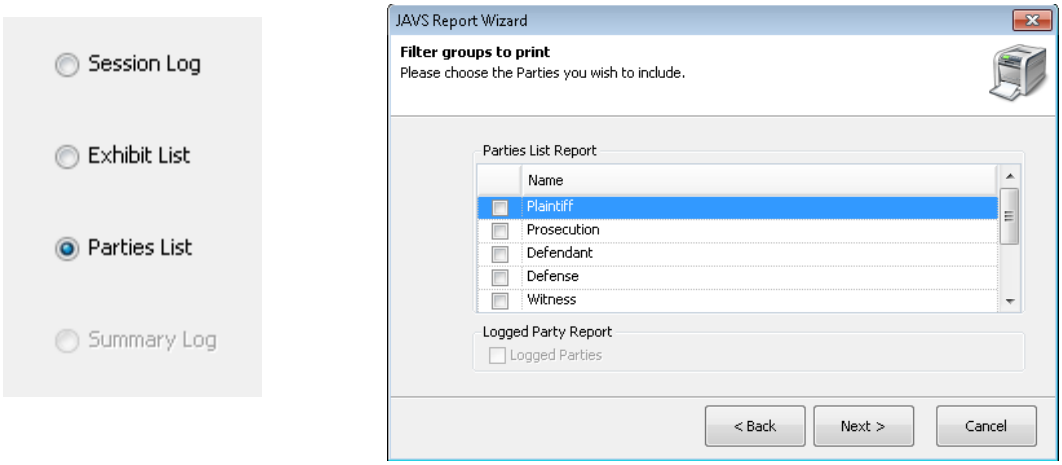
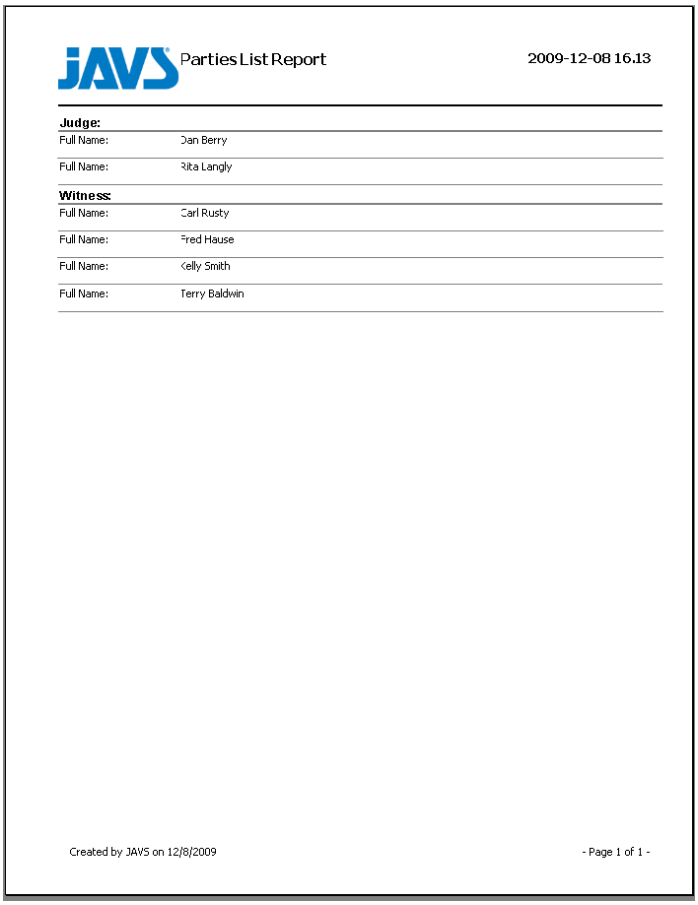
5. If **Parties List** is selected and the **Next** button is pressed, the **Filter Groups to Print** page will open.



6. This session includes both Witnesses and Judges. Select the **Witness** and **Judge** check boxes and press the **Finish** button.

7. The Witness and Judges **Parties List Report** will be generated.



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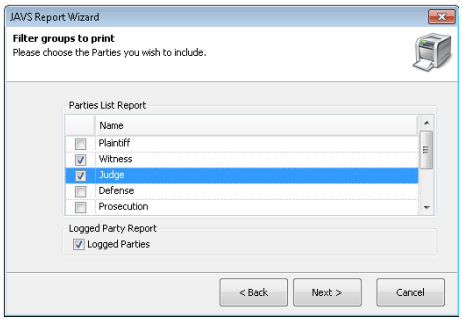
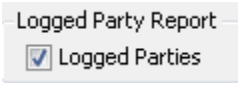
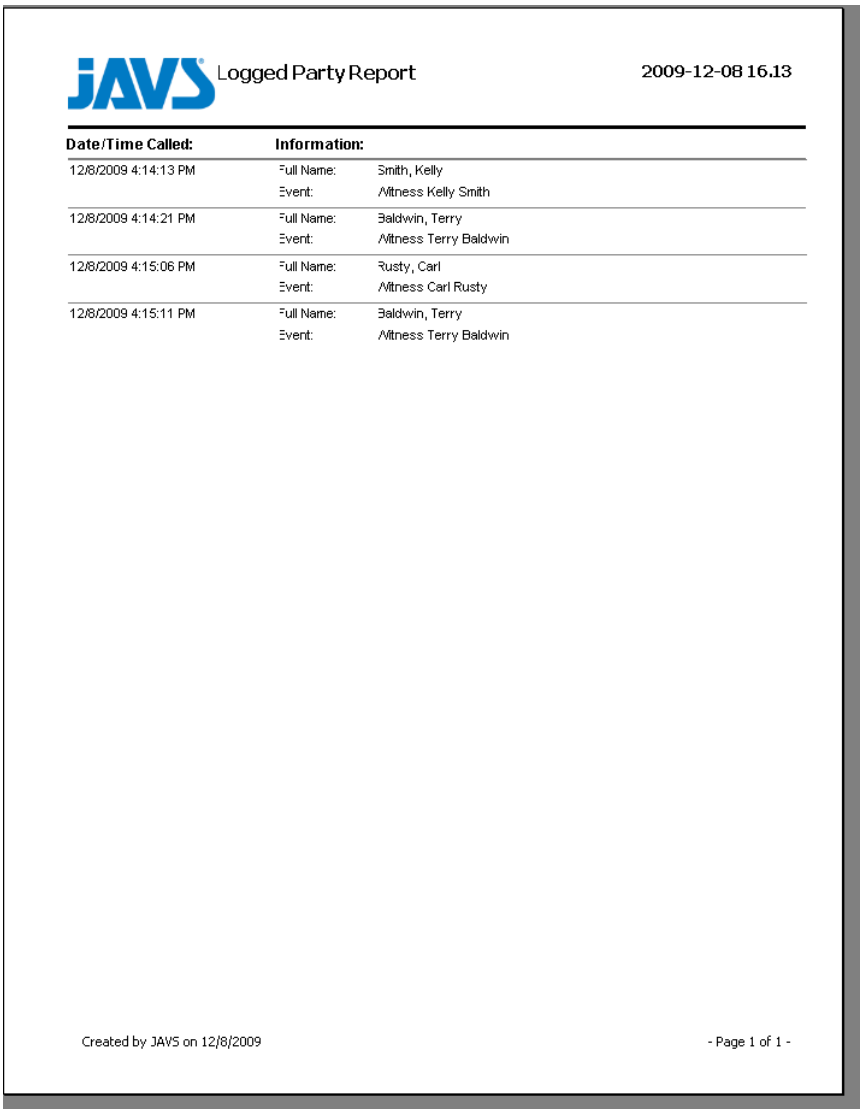
8. If the Logged Parties checkbox under the Logged Party Report is checked in the **Filter Groups to Print** page and the **Finish** button is pressed, a **Logged Party Report** is generated.





Although Judges and Witnesses are a part of this session, only Witnesses were logged and are all that are included in this report.



JAVS Logged Party Report 2009-12-08 16.13

Date/Time Called:	Information:	
12/8/2009 4:14:13 PM	Full Name:	Smith, Kelly
	Event:	Witness Kelly Smith
12/8/2009 4:14:21 PM	Full Name:	Baldwin, Terry
	Event:	Witness Terry Baldwin
12/8/2009 4:15:06 PM	Full Name:	Rusty, Carl
	Event:	Witness Carl Rusty
12/8/2009 4:15:11 PM	Full Name:	Baldwin, Terry
	Event:	Witness Terry Baldwin

Created by JAVS on 12/8/2009 - Page 1 of 1 -

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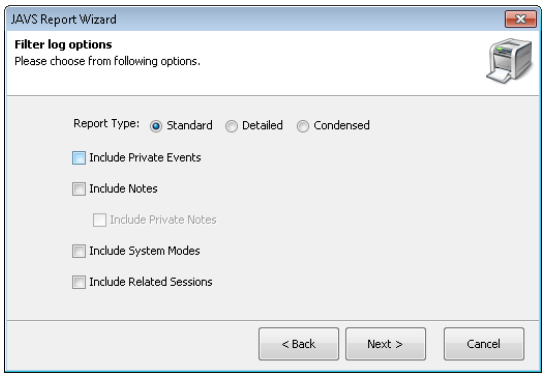
9. If **Session Log** is selected, the Wizard will continue to the **Filter Log Options** page.



Include Private Events: Choose this option if you wish to include those events that were marked as Private.

Include Notes: Choose this option if you wish to include any public notes associated with the session.

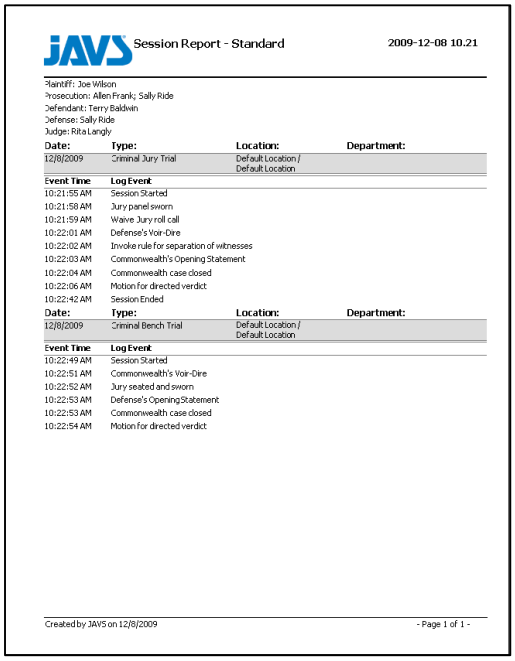
Include Private Notes: Choose this option if you wish to include any private notes associated with the session.

Include System Modes: AutoLog 7 creates a log entry each time a Mode is initiated. Choose this option if you wish to include those messages in the report.

Include Related Sessions: Choose this option if you wish to include all session related to this session name.

Report Type: The Report Type radio buttons will allow you to choose the type of report you wish to print.

Standard: The Standard report will list each related session with header breaks between each session. All related parties will appear on the header of the first page. If Parties have changed for each session, those new parties will be included in the header list.


JAVS Session Report - Standard 2009-12-08 10.21

Plaintiff: Joe Wilson
Prosecution: Allen Frank; Sally Ride
Defendant: Terry Baldwin
Defense: Sally Ride
Judge: Rita Langly

Date:	Type:	Location:	Department:
12/8/2009	Criminal Jury Trial	Default Location / Default Location	

Event Time	Log Event
10:21:55 AM	Session Started
10:21:58 AM	Jury panel sworn
10:21:59 AM	Waive Jury roll call
10:22:01 AM	Defense's Voir-Dire
10:22:02 AM	Invoke rule for separation of witnesses
10:22:03 AM	Commonwealth's Opening Statement
10:22:04 AM	Commonwealth case closed
10:22:06 AM	Motion for directed verdict
10:22:42 AM	Session Ended

Date:	Type:	Location:	Department:
12/8/2009	Criminal Bench Trial	Default Location / Default Location	

Event Time	Log Event
10:22:49 AM	Session Started
10:22:51 AM	Commonwealth's Voir-Dire
10:22:52 AM	Jury seated and sworn
10:22:53 AM	Defense's Opening Statement
10:22:53 AM	Commonwealth case closed
10:22:54 AM	Motion for directed verdict

Created by JAVS on 12/8/2009 - Page 1 of 1 -

Session Report Window

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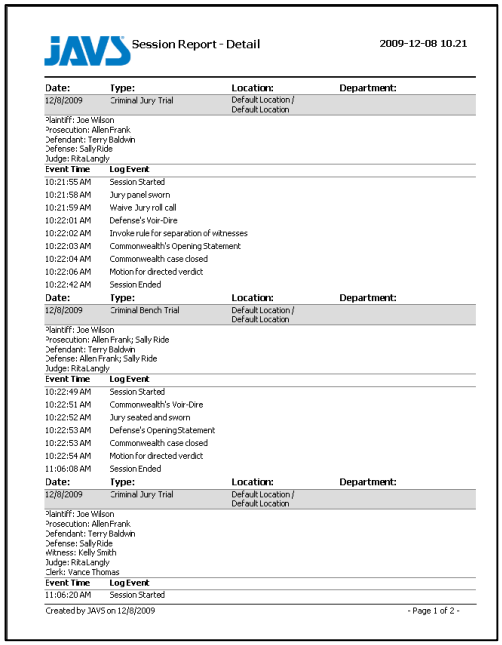
Detailed: The Detailed report is similar to the Standard Report with the exception of placing each list of related parties at the header of each session.



JAVS Session Report - Detail 2009-12-08 10.21

Date:	Type:	Location:	Department:
12/8/2009	Criminal Jury Trial	Default Location / Default Location	

Plaintiff: Joe Wilson
Prosecution: Allen Frank
Defendant: Terry Baldwin
Defense: Sally Ride
Judge: RitaLangly

Event Time	Log Event
10:21:55 AM	Session Started
10:21:58 AM	Jury panel sworn
10:21:59 AM	Waive Jury roll call
10:22:01 AM	Defense's Voir-Dire
10:22:02 AM	Invoke rule for separation of witnesses
10:22:03 AM	Commonwealth's Opening Statement
10:22:04 AM	Commonwealth case closed
10:22:06 AM	Motion for directed verdict
10:22:42 AM	Session Ended

Date:	Type:	Location:	Department:
12/8/2009	Criminal Bench Trial	Default Location / Default Location	

Plaintiff: Joe Wilson
Prosecution: Allen Frank; Sally Ride
Defendant: Terry Baldwin
Defense: Allen Frank; Sally Ride
Judge: RitaLangly

Event Time	Log Event
10:22:49 AM	Session Started
10:22:51 AM	Commonwealth's Voir-Dire
10:22:52 AM	Jury seated and sworn
10:22:53 AM	Defense's Opening Statement
10:22:53 AM	Commonwealth case closed
10:22:54 AM	Motion for directed verdict
11:06:08 AM	Session Ended

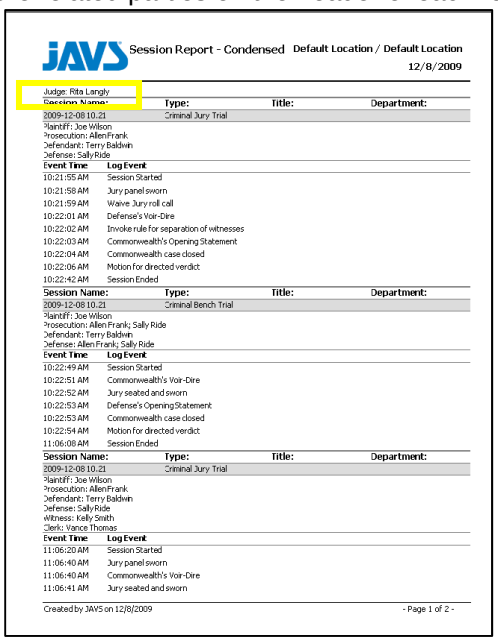
Date:	Type:	Location:	Department:
12/8/2009	Criminal Jury Trial	Default Location / Default Location	

Plaintiff: Joe Wilson
Prosecution: Allen Frank
Defendant: Terry Baldwin
Defense: Sally Ride
Witness: Kelly Smith
Judge: RitaLangly
Clerk: Vance Thomas

Event Time	Log Event
11:06:20 AM	Session Started

Created by JAVS on 12/8/2009 - Page 1 of 2 -

Condensed: The Condensed report is a customizable report. You can choose which party(s) will be at the header of the report. All other parties will be displayed at the header of each related session. If the "**Do Not Display Parties in the Body of the Report**" checkbox is not selected, only the parties you selected in the Filter Header will be displayed. If the selected parties from the Filter Header selection changes across all sessions or related sessions, then each session will be printed on a separate page with the related parties on the header of each report page.



JAVS Session Report - Condensed Default Location / Default Location 12/8/2009

Judge: Rita Langly

Session Name:	Type:	Title:	Department:
2009-12-08 10.21	Criminal Jury Trial		

Plaintiff: Joe Wilson
Prosecution: Allen Frank
Defendant: Terry Baldwin
Defense: Sally Ride

Event Time	Log Event
10:21:55 AM	Session Started
10:21:58 AM	Jury panel sworn
10:21:59 AM	Waive Jury roll call
10:22:01 AM	Defense's Voir-Dire
10:22:02 AM	Invoke rule for separation of witnesses
10:22:03 AM	Commonwealth's Opening Statement
10:22:04 AM	Commonwealth case closed
10:22:06 AM	Motion for directed verdict
10:22:42 AM	Session Ended

Session Name:	Type:	Title:	Department:
2009-12-08 10.21	Criminal Bench Trial		

Plaintiff: Joe Wilson
Prosecution: Allen Frank; Sally Ride
Defendant: Terry Baldwin
Defense: Allen Frank; Sally Ride

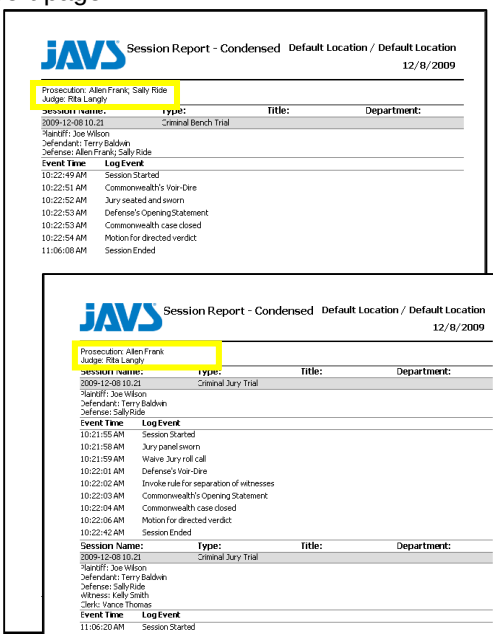
Event Time	Log Event
10:22:49 AM	Session Started
10:22:51 AM	Commonwealth's Voir-Dire
10:22:52 AM	Jury seated and sworn
10:22:53 AM	Defense's Opening Statement
10:22:53 AM	Commonwealth case closed
10:22:54 AM	Motion for directed verdict
11:06:08 AM	Session Ended

Session Name:	Type:	Title:	Department:
2009-12-08 10.21	Criminal Jury Trial		

Plaintiff: Joe Wilson
Prosecution: Allen Frank
Defendant: Terry Baldwin
Defense: Sally Ride
Witness: Kelly Smith
Clerk: Vance Thomas

Event Time	Log Event
11:06:20 AM	Session Started
11:06:40 AM	Jury panel sworn
11:06:40 AM	Commonwealth's Voir-Dire
11:06:41 AM	Jury seated and sworn

Created by JAVS on 12/8/2009 - Page 1 of 2 -



JAVS Session Report - Condensed Default Location / Default Location 12/8/2009

Prosecution: Allen Frank; Sally Ride
Judge: Rita Langly

Session Name:	Type:	Title:	Department:
2009-12-08 10.21	Criminal Bench Trial		

Plaintiff: Joe Wilson
Defendant: Terry Baldwin
Defense: Allen Frank; Sally Ride

Event Time	Log Event
10:22:49 AM	Session Started
10:22:51 AM	Commonwealth's Voir-Dire
10:22:52 AM	Jury seated and sworn
10:22:53 AM	Defense's Opening Statement
10:22:53 AM	Commonwealth case closed
10:22:54 AM	Motion for directed verdict
11:06:08 AM	Session Ended

JAVS Session Report - Condensed Default Location / Default Location 12/8/2009

Prosecution: Allen Frank
Judge: Rita Langly

Session Name:	Type:	Title:	Department:
2009-12-08 10.21	Criminal Jury Trial		

Plaintiff: Joe Wilson
Defendant: Terry Baldwin
Defense: Sally Ride

Event Time	Log Event
10:21:55 AM	Session Started
10:21:58 AM	Jury panel sworn
10:21:59 AM	Waive Jury roll call
10:22:01 AM	Defense's Voir-Dire
10:22:02 AM	Invoke rule for separation of witnesses
10:22:03 AM	Commonwealth's Opening Statement
10:22:04 AM	Commonwealth case closed
10:22:06 AM	Motion for directed verdict
10:22:42 AM	Session Ended

Session Name:	Type:	Title:	Department:
2009-12-08 10.21	Criminal Jury Trial		

Plaintiff: Joe Wilson
Defendant: Terry Baldwin
Defense: Sally Ride
Witness: Kelly Smith
Clerk: Vance Thomas

Event Time	Log Event
11:06:20 AM	Session Started
11:06:40 AM	Jury panel sworn
11:06:40 AM	Commonwealth's Voir-Dire
11:06:41 AM	Jury seated and sworn
11:06:42 AM	Defense's Opening Statement
11:06:42 AM	Motion
11:06:43 AM	Case for Defense
11:06:44 AM	Return of Jury
11:06:44 AM	Reading of Jury verdict
11:06:45 AM	Motion for directed verdict
11:06:46 AM	Commonwealth's Opening Statement
11:06:46 AM	Commonwealth's Voir-Dire
11:06:47 AM	Motion for directed verdict
11:06:48 AM	Sheriff sworn
11:06:48 AM	Reading of Jury verdict

Created by JAVS on 12/8/2009 - Page 2 of 2 -

After selecting the type of report you wish to print:

10. Press the **OK** button. (If **Standard** or **Detailed** is selected, the wizard will go directly to the **Session Report** window).

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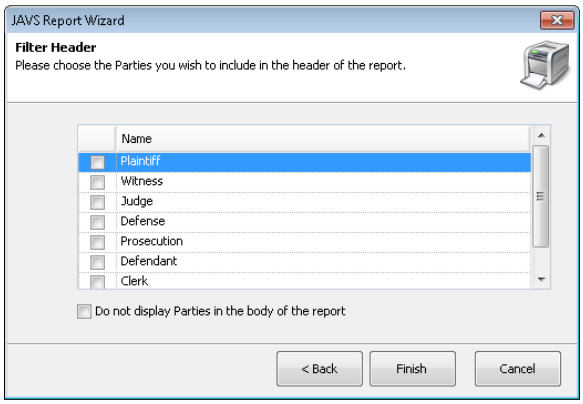
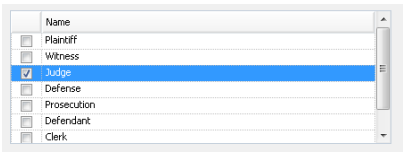
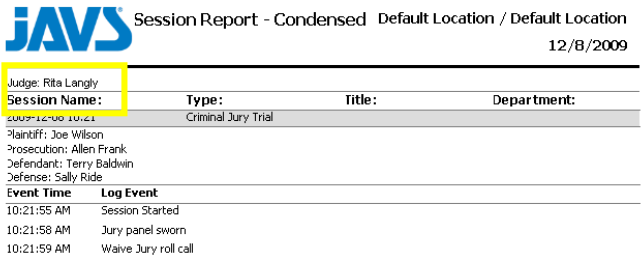
11. If **Condensed** is selected, the **Filter Header** window will open with a list of available parties. Only those parties that are a part of the sessions or related sessions will show in the list.

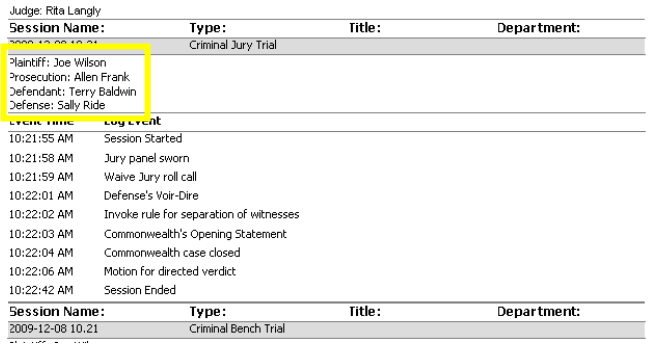


12. Choose any party or parties to be placed at the header of the report by checking the checkbox next to the party name.



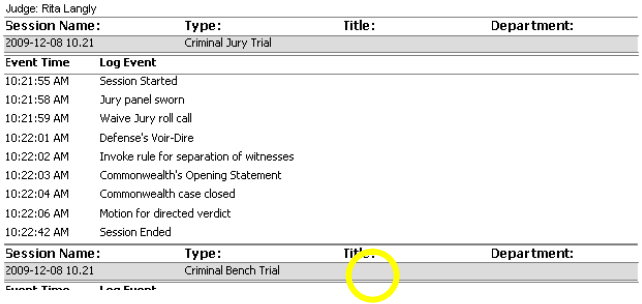


13. Press the **Finish** button to display the **Session Report** window. All other parties will appear in the body of the report.



14. Checking this box will not allow all other parties to be displayed in the body of the report

To print the report, press the **Print** icon located on the **Session Report Toolbar**.



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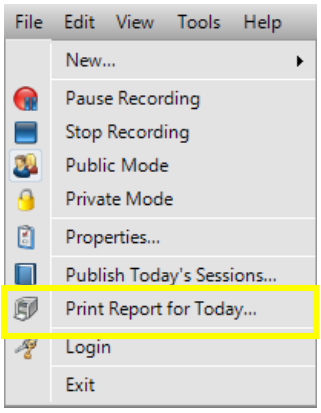
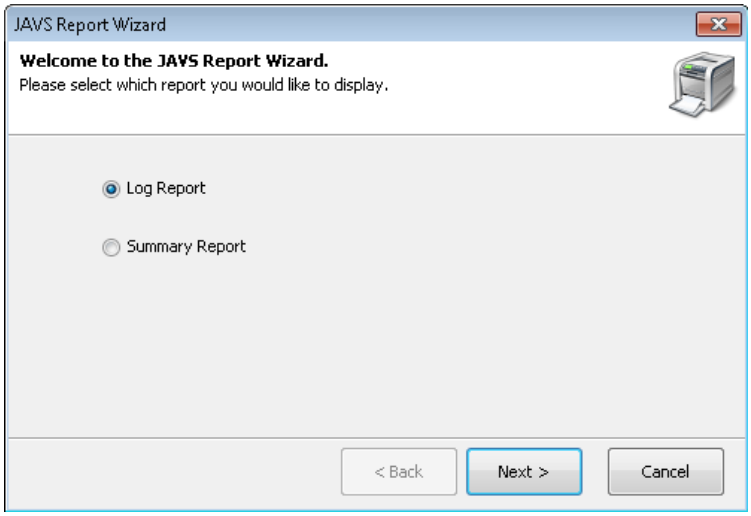
Print Report For Today

The Print Report For Today command will allow the user to print a log report for all sessions for the current day or will allow the user to print a summary report for all of the sessions for the current day.

To print a report for today:

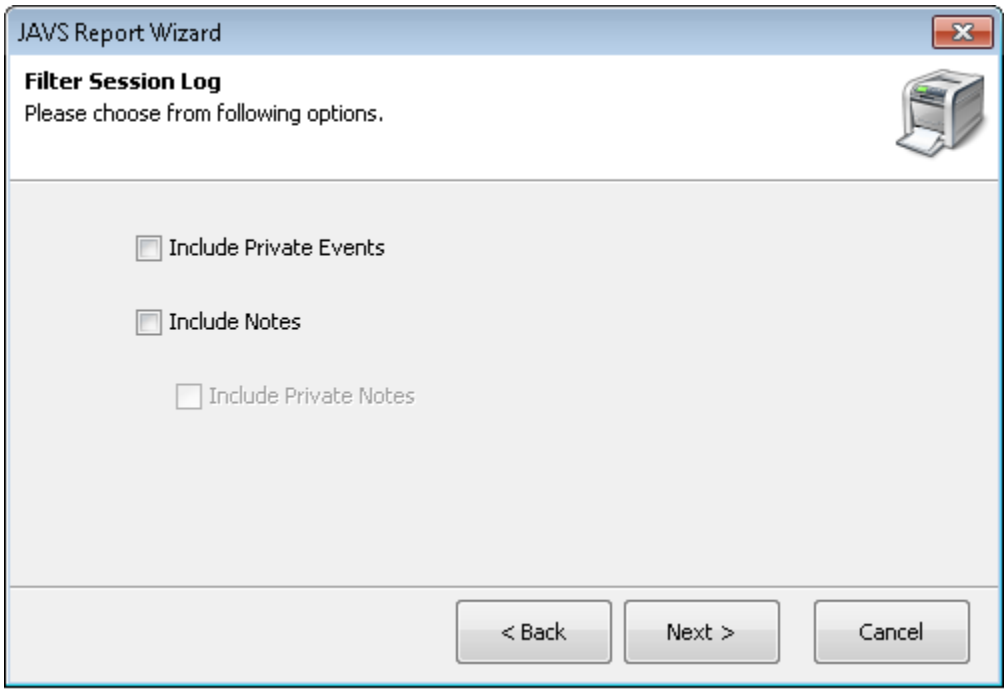
1. Select the menu item **File>Print Report for Today** and the JAVS Report Wizard will open.





Log Report

2. If Log Report is selected and the **Next** button is pressed, the **Filter Session Log** screen will appear.



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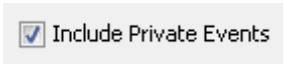
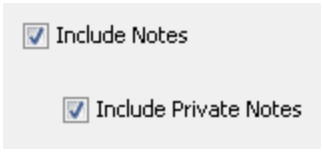
3. Select **Include Private Events** and all events in the log, public and private, will be printed in the report.

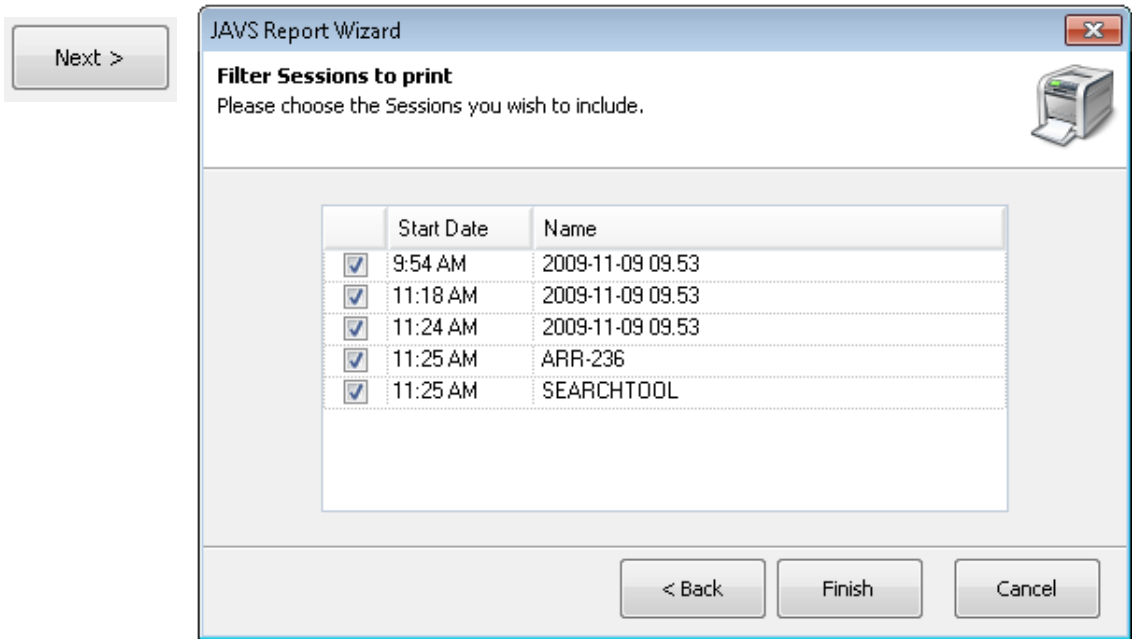


4. Select **Include Notes** and any public note in the session log will be printed.

5. Select **Include Private Notes** if you wish to print all notes, public and private.



6. Press the **Next** button and the **Filter Sessions to print** screen will appear.



7. Select any or all of the sessions you wish to have a report for and press the **Finish** button.

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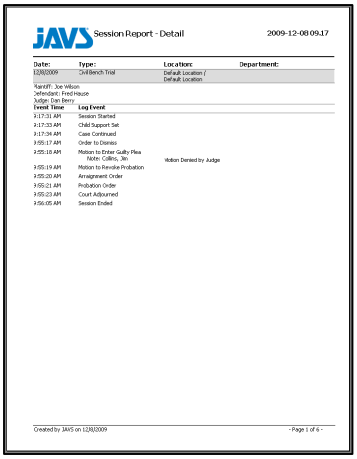
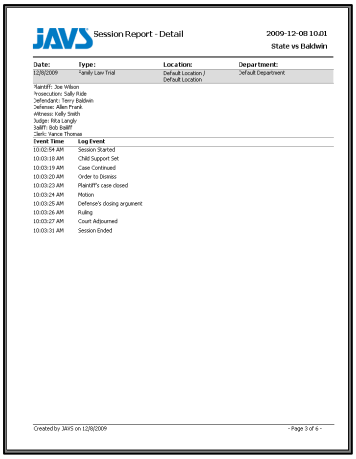
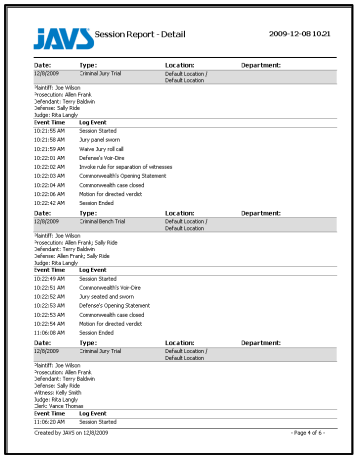
8. A session report for the current day will be generated. Each session will start on a new page of the report.

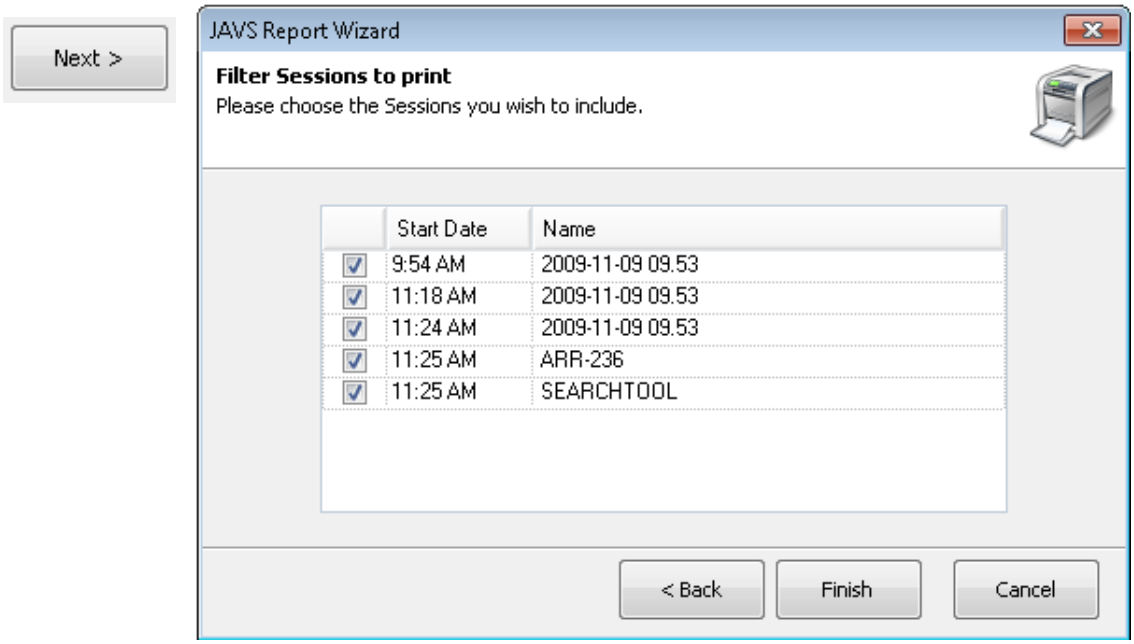






Summary Report

1. If **Summary Report** is selected on the 1st page of the Wizard and the next button is pressed, the **Filter Sessions To Print** screen will appear.



2. Select any or all of the sessions you wish to have a summary report for and press the **Finish** button.

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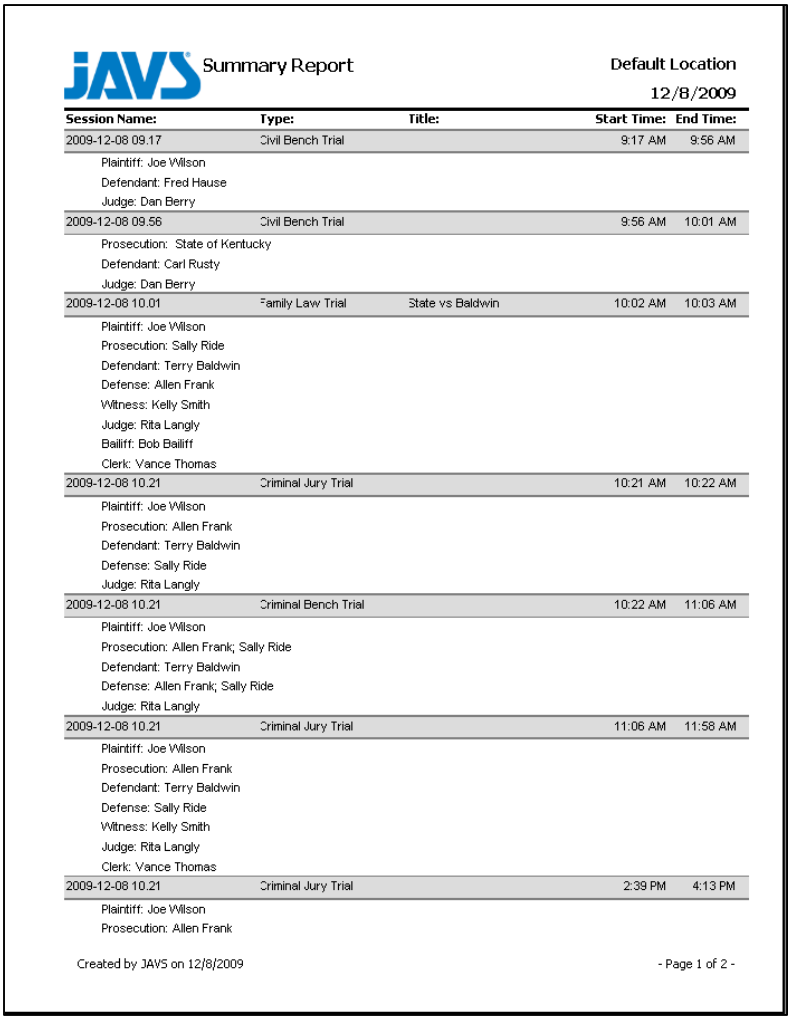
3. A Summary Report will be generated which will include a list of sessions for the current day and session property information for each session.



JAVS Summary Report

Default Location
12/8/2009

Session Name:	Type:	Title:	Start Time:	End Time:
2009-12-08 09.17	Civil Bench Trial		9:17 AM	9:56 AM
Plaintiff: Joe Wilson				
Defendant: Fred Hause				
Judge: Dan Berry				
2009-12-08 09.56	Civil Bench Trial		9:56 AM	10:01 AM
Prosecution: State of Kentucky				
Defendant: Carl Rusty				
Judge: Dan Berry				
2009-12-08 10.01	Family Law Trial	State vs Baldwin	10:02 AM	10:03 AM
Plaintiff: Joe Wilson				
Prosecution: Sally Ride				
Defendant: Terry Baldwin				
Defense: Allen Frank				
Witness: Kelly Smith				
Judge: Rita Langly				
Bailiff: Bob Bailiff				
Clerk: Vance Thomas				
2009-12-08 10.21	Criminal Jury Trial		10:21 AM	10:22 AM
Plaintiff: Joe Wilson				
Prosecution: Allen Frank				
Defendant: Terry Baldwin				
Defense: Sally Ride				
Judge: Rita Langly				
2009-12-08 10.21	Criminal Bench Trial		10:22 AM	11:06 AM
Plaintiff: Joe Wilson				
Prosecution: Allen Frank; Sally Ride				
Defendant: Terry Baldwin				
Defense: Allen Frank; Sally Ride				
Judge: Rita Langly				
2009-12-08 10.21	Criminal Jury Trial		11:06 AM	11:58 AM
Plaintiff: Joe Wilson				
Prosecution: Allen Frank				
Defendant: Terry Baldwin				
Defense: Sally Ride				
Witness: Kelly Smith				
Judge: Rita Langly				
Clerk: Vance Thomas				
2009-12-08 10.21	Criminal Jury Trial		2:39 PM	4:13 PM
Plaintiff: Joe Wilson				
Prosecution: Allen Frank				

Created by JAVS on 12/8/2009 - Page 1 of 2 -

4. Whether you've chosen Session Log or Summary Report, once in the Summary Report screen, press the **Print** icon located on the **Session Report Toolbar**.

Back to:

Overview-Printing

Managing Sessions-Print

Managing Sessions-Logged Today Tool

Detailed-Search Tool

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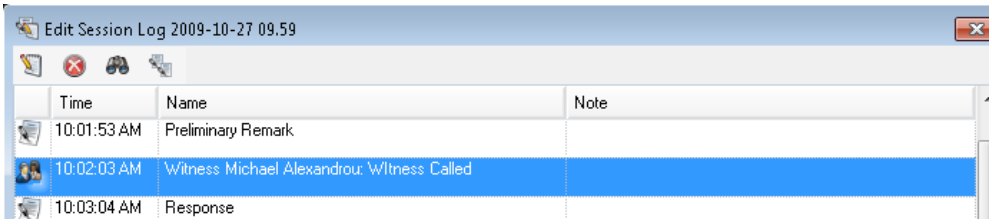
Edit Session Log-Detailed

Edit Session Log

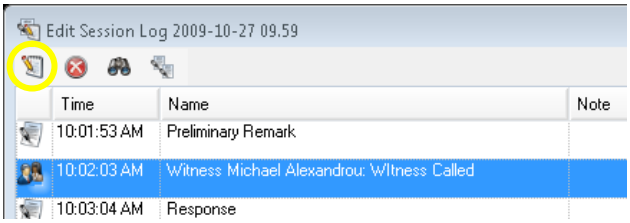
The Edit Session Log command can be initiated from two places, the Logged Today Tool and the Search Tool. Once Initiated, the Edit Session Log for that session will open.

To edit the Session Log:

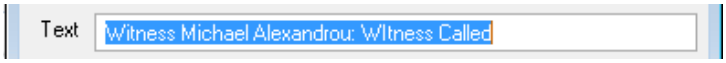
1. Select an event from the log that you wish to edit.



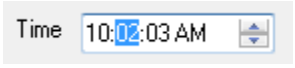
2. Press the **Edit** icon located on the **Edit Session Log** toolbar. The **Log Event** window for that event will open.



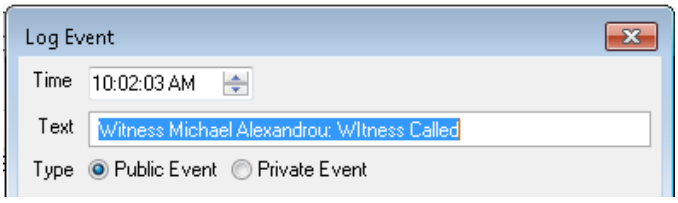
3. Change the Event Text by typing directly in the **Text** field.



4. Change the Event Time by selecting the proper H:M:S in the **Time** field and use the **up/down arrows** to change the time. This time can be set from the beginning of the session to the current time.



5. Use the **Type** radio buttons to set the event to **Public** or **Private**.



6. Press the **Add Note** button to add any note(s) you wish to attach to the event.

7. Use the **Delete Note** button to remove any notes you do not want associated with the event.

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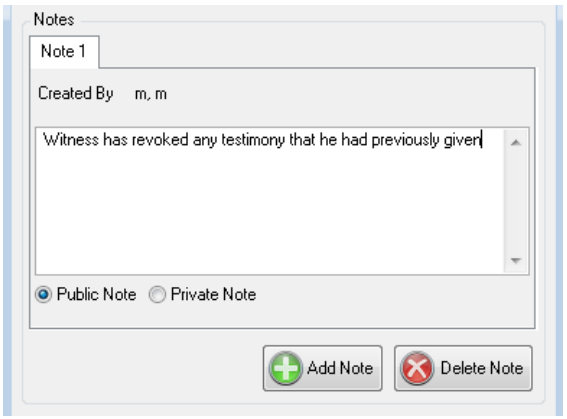
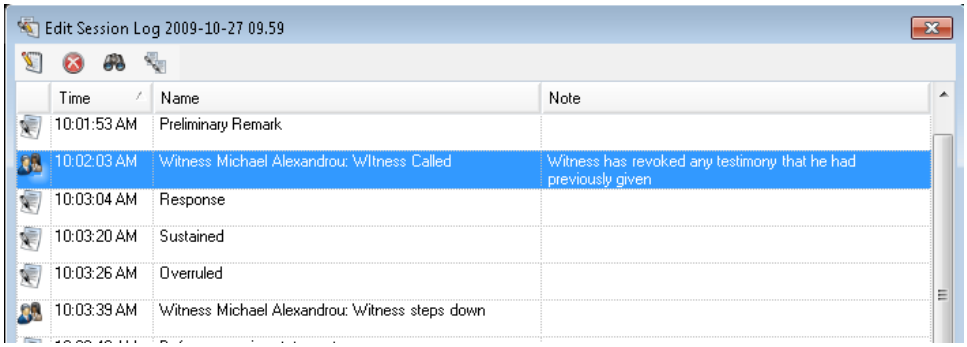
8. Type in your note and determine if the note is to be Public or Private by using the **Public/Private** radio buttons in the Notes window.

9. When finished, press the **Save** button.



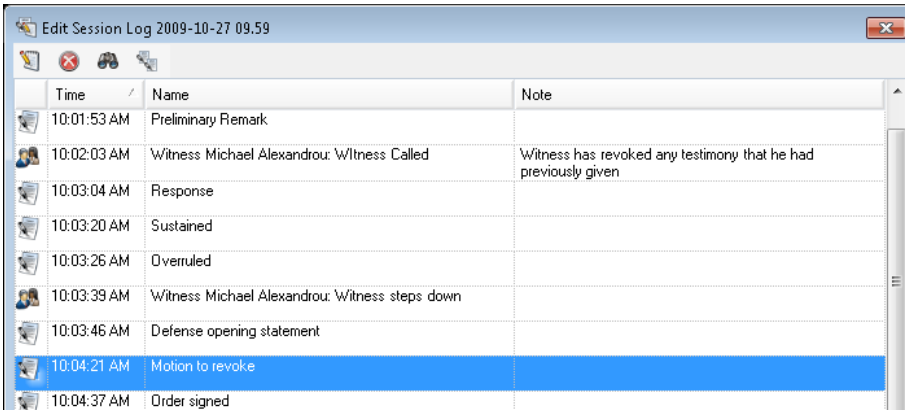
10. You will return to the **Edit Session Log** window with the event now changed.


Edit Session Log 2009-10-27 09.59
Time
Name
Note
10:01:53 AM Preliminary Remark
10:02:03 AM Witness Michael Alexandrou: WItness Called Witness has revoked any testimony that he had previously given
10:03:04 AM Response
10:03:20 AM Sustained
10:03:26 AM Overruled
10:03:39 AM Witness Michael Alexandrou: Witness steps down

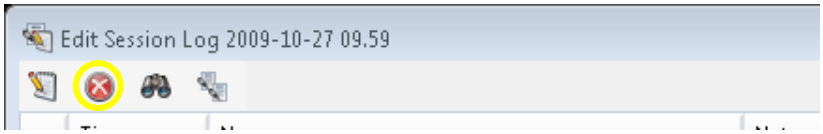
Delete Edit Session Log

To delete an event from the Edit Session Log window:

1. Select an event from the log you wish to delete.


Edit Session Log 2009-10-27 09.59
Time
Name
Note
10:01:53 AM Preliminary Remark
10:02:03 AM Witness Michael Alexandrou: WItness Called Witness has revoked any testimony that he had previously given
10:03:04 AM Response
10:03:20 AM Sustained
10:03:26 AM Overruled
10:03:39 AM Witness Michael Alexandrou: Witness steps down
10:03:46 AM Defense opening statement
10:04:21 AM Motion to revoke
10:04:37 AM Order signed

2. Press the **Delete** icon located on the **Edit Session Log** toolbar.



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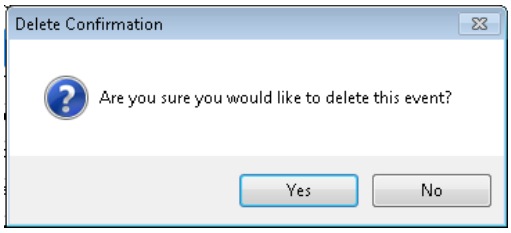
3. A **Delete Confirmation** screen will appear.

4. Select **Yes** and the event is removed from the log.



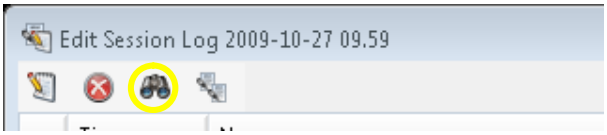
Find Log Event-Edit Session Log

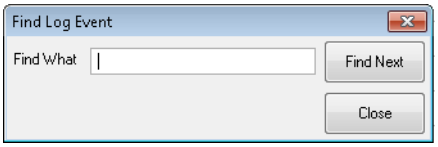
Find Log Event command allows you to do a contextual search of the session log. This command is used to easily find events in a multi-paged session log.

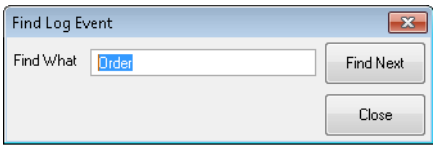
To find a log event in the Edit Session Log window:

1. Select the **Find Log Event** icon on the Edit Session Log toolbar.

2. The **Find Log Event** window will open.

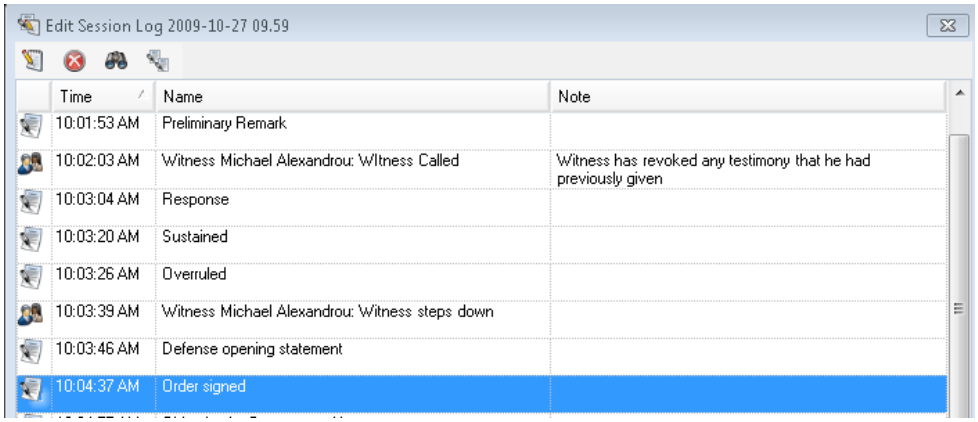






3. Type in the string of text you are searching for. This could include whole words or parts of words.

4. Each time you press the **Find Next** button, the find function will jump to any event with the text you typed in for the current session.


Edit Session Log 2009-10-27 09.59
Time
Name
Note
10:01:53 AM Preliminary Remark
10:02:03 AM Witness Michael Alexandrou: WItness Called
Witness has revoked any testimony that he had previously given
10:03:04 AM Response
10:03:20 AM Sustained
10:03:26 AM Overruled
10:03:39 AM Witness Michael Alexandrou: Witness steps down
10:03:46 AM Defense opening statement
10:04:37 AM Order signed

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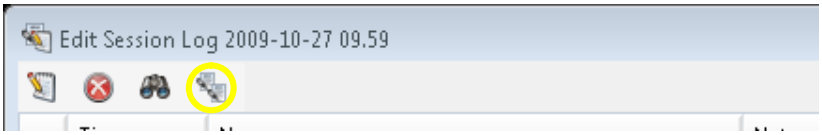
Copy to Clipboard-Edit Session Log

The Copy to Clipboard function will allow the user to copy the contents of the current session log to the copy buffer. You can then paste this log into any text editing program.

To copy the current Session Log to the clipboard:

1. Select the **Copy to Clipboard** icon on the Log Tab toolbar.



2. Open any text editing programs on your computer, i.e.; Notepad, Microsoft Word, etc., and paste the contents of the clipboard.

Back to:

Managing Sessions-Logged Today Tool

Detailed-Search Tool

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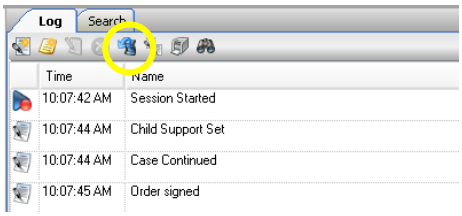
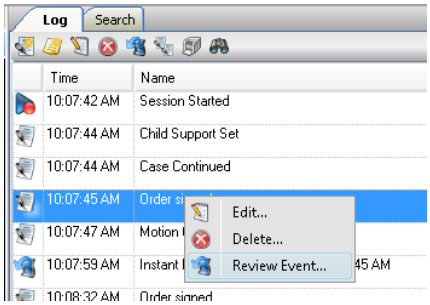
JAVS Review Tool

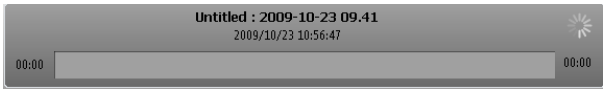
AutoLog 7 allows for the playback of the recorded files by use of the JAVS Review Tool. You can Review an event, playback pre-recorded session media and review the log associated with the session.

1. Select any event in the Log display and right click, select **Review Event**. You can also press the **Review** icon located on the Log Display toolbar.

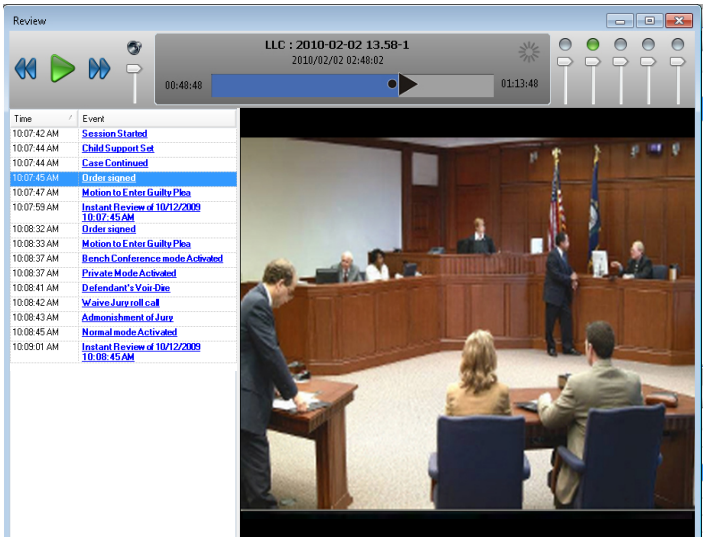




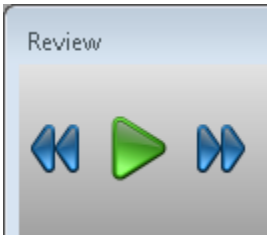
1. Once the Review Tool is initiated, the **Review** window will open with a loading icon.



2. Once loaded the video and session log will be present.


Review
LLC : 2010-02-02 13.58-1
2010/02/02 02:48:02
00:48:48
01:13:48
Time
Event
10:07:42 AM Session Started
10:07:44 AM Child Support Set
10:07:44 AM Case Continued
10:07:45 AM Order signed
10:07:47 AM Motion to Enter Guilty Plea
10:07:59 AM Instant Review of 10/12/2009 10:07:45 AM
10:08:32 AM Order signed
10:08:33 AM Motion to Enter Guilty Plea
10:08:37 AM Bench Conference mode Activated
10:08:37 AM Private Mode Activated
10:08:41 AM Defendant's Voir-Dire
10:08:42 AM Waive Jury roll call
10:08:43 AM Admonishment of Jury
10:08:45 AM Normal mode Activated
10:09:01 AM Instant Review of 10/12/2009 10:08:45 AM

3. Use the **Playback controls** to fast forward, rewind and play the video file.



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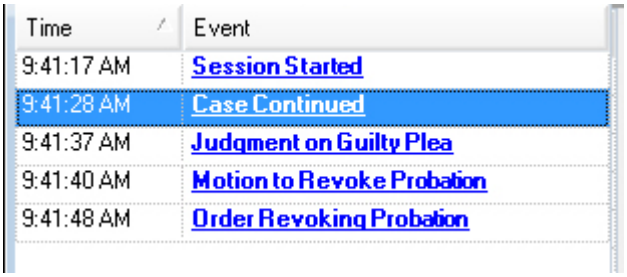
4. By holding your cursor over the blue **progress bar**, the cursor will change to a search cursor and allow you to shuttle the video forward and reverse by dragging your mouse left or right.

5. Click on any linked event (Blue) and the video will play from that link.



6. Adjust the playback volume by using the **Master Volume Slider**.

7. Mute the audio from the playback file using the **Mute** button located over the Master Volume Slider.

8. Adjust the volume of each channel by using the **Mixer Sliders** for each channel,

9. Mute any channel by pressing the **round icon** above each slider. It will turn Red when muted.

10. When finished, press the **Red X** on the window status bar and the Review window will close.

Back to:

Detailed-Search Tool Review Event Managing Sessions-Logged Today Tool

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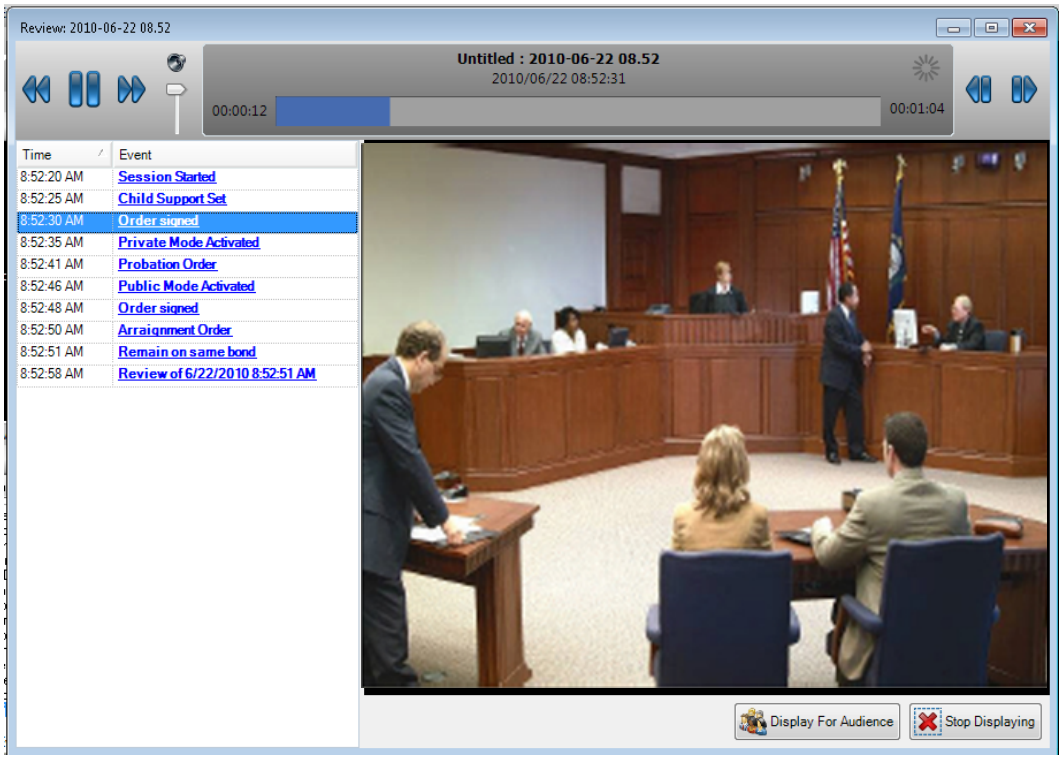
Advanced Review-Detailed

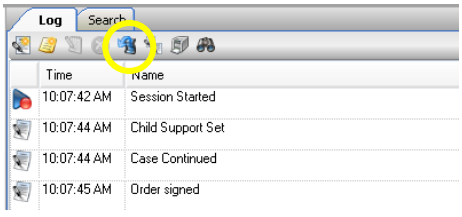
Initiation of Advanced Review is the same as with Review Event. The Advanced Review controls operate in a similar manner as the Review Tool. The Advanced Review device is a hardware recorder that will alternately record the session to high quality MPG4 720X480 video files. These files can then be displayed on VGA monitor for the courtroom.

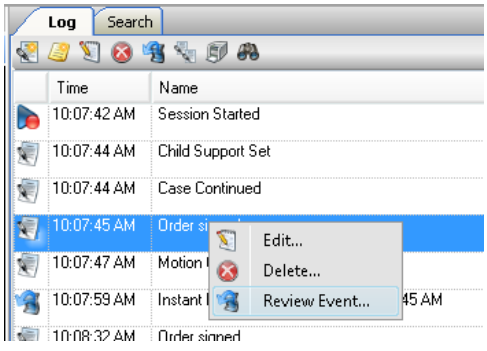


The Advanced Review, when initiated will open JAVS Viewer and include display buttons. When the **Display For Audience** button is selected, the playback of the session will be routed to the VGA monitor from the Advanced Review device. The **Stop Displaying** button will revert the VGA monitor to display only the Review Device clock.

Advanced Review operation:

1. Select any event in the Log display and right click, select **Review Event**. You can also press the **Review** icon located on the Log Display toolbar.





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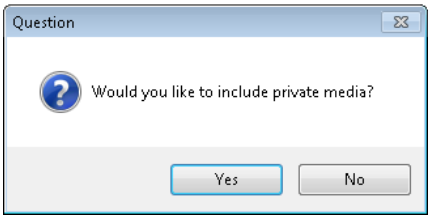
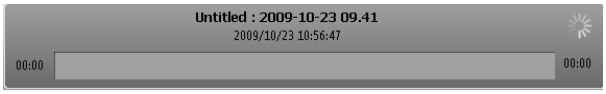
2. Note: If private events are a part of the session, a prompt will appear asking if you would like to include Private media. Make the appropriate choice.



3. Once the Review Tool is initiated, the **Review** window will open with a loading icon.

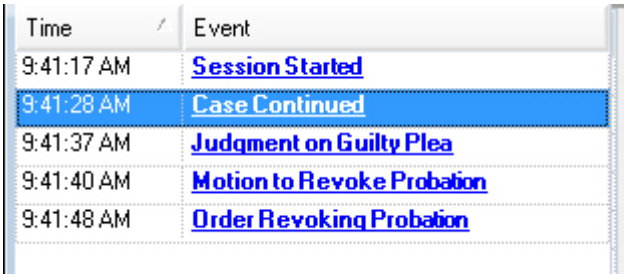


4. Once loaded the video and session log will be present.

5. Use the **Playback controls** to fast forward, rewind and play the video file.

6. By holding your cursor over the blue **progress bar**, the cursor will change to a search cursor and allow you to shuttle the video forward and reverse by dragging your mouse left or right.

7. Click on any linked event (Blue) and the video will play from that link.



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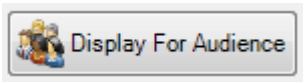
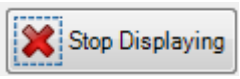
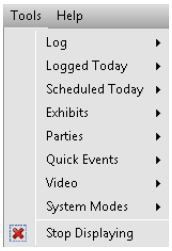
8. You can skip ahead or skip backward by using the Skip commands. Each time Skip is pressed the video will move 10 seconds at a time.

9. Press the **Display For Audience** button and the video will playback from the Advanced Review device and be displayed on the Advanced Review VGA monitor.





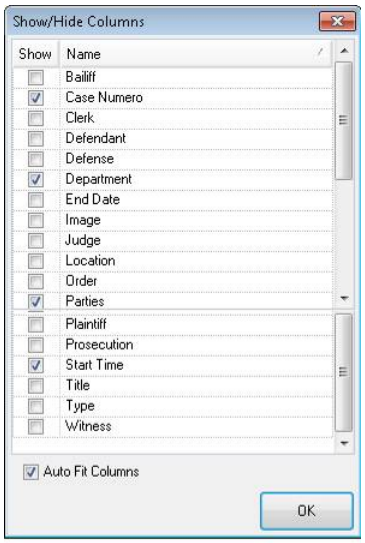
10. Press the **Stop Displaying** button and the video will playback from the Primary Recorder and the VGA display will revert to the System Clock.



11. The AutoLog Tools menu item will also contain a Stop Displaying command for disabling playback to the external monitor.

12. When finished, be sure to press the **Stop Displaying** button before closing the Advanced Review window.

Show/Hide Columns-Detailed



The Show/Hide Columns function will allow the user to view any available information column associated with a session. This tool is used in several places in AutoLog 7 and works the same in all instances. The Show/Hide Columns command is located in the Logged Today Tool, Scheduled Today Tool and the Search Tool.

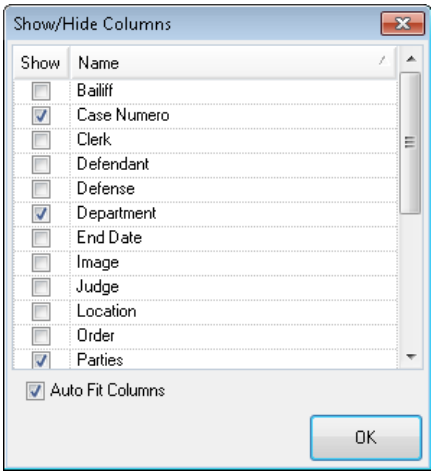
The picture to the right shows an expanded view of the columns list.

To show or hide columns:

1. Select the **Show/Hide Columns** icon.

2. The **Show/Hide Columns** window will open.

3. Check or un-check the columns you wish to see and press **OK**.



4. The **Auto Fit Columns** checkbox, if checked, will try to fit all columns into the current view without using a scrollbar to view all the columns.

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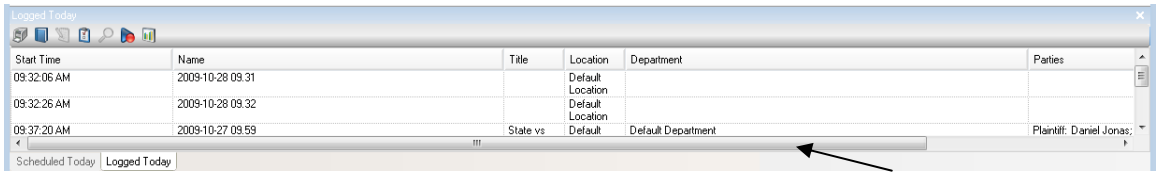
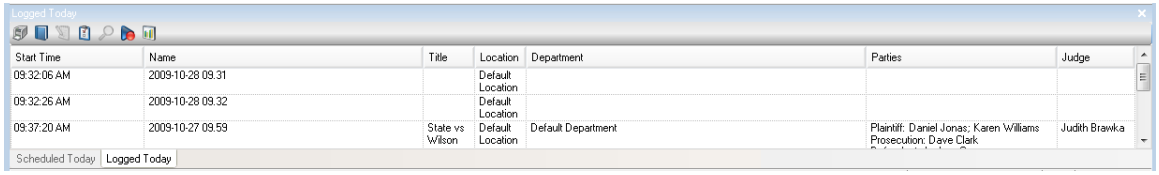
Example:

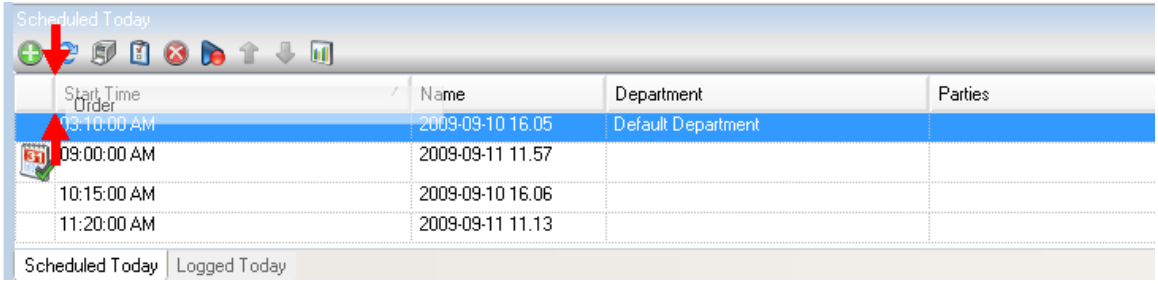


Auto Fit **Off** with multiple columns. A scroll bar is provided to scroll to each column.



Auto Fit **On** with the same columns, No scroll bar is available and the columns are compressed to fit on screen.

Click and drag the columns to set the column order. You will see Red arrows indicating where the column will drop.



Back to:
Managing Sessions-Reviewing an Event
Managing Sessions-Logged Today Tool
Detailed-Search Tool

Note: Auto Fit Columns is best used with a minimum number of columns with smaller amounts of information.

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Appendix-A

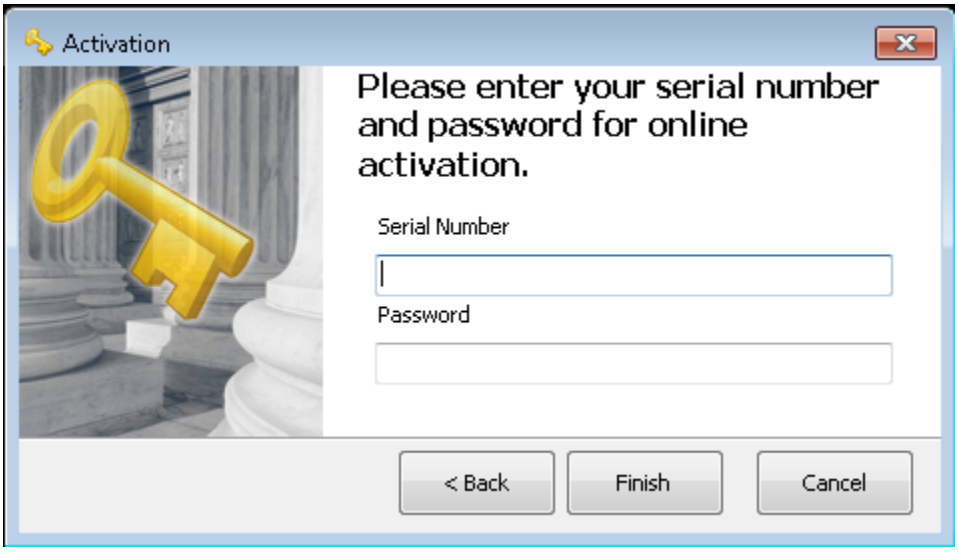
Activation

The JAVS software set requires that each user activate the software before it can be used. There are three ways to activate the software; Online Activation, Phone Activation and a 15 Day Trial Period.

The first time AutoLog 7 is launched an activation message will appear with three choices.

Online Activation

Select **Online Activation** and press **Next**. Enter the Serial Number and Password provided on the Installation CD. **Observe case sensitivity**.



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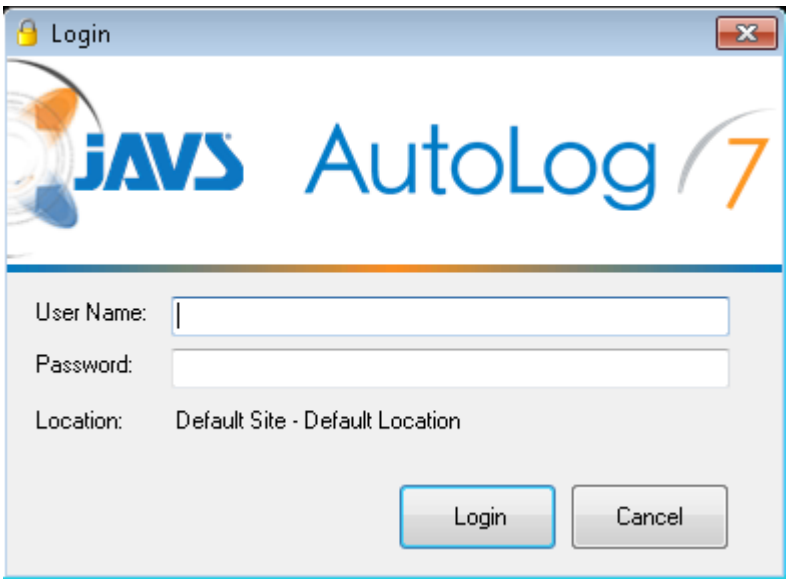
After entering the Password and Serial Number press the **Finish** button and the JAVS AutoLog 7 login screen will appear. Type in your User Name and Password and AutoLog is ready to use.



Phone Activation

Select **Phone Activation** and press **Next**.

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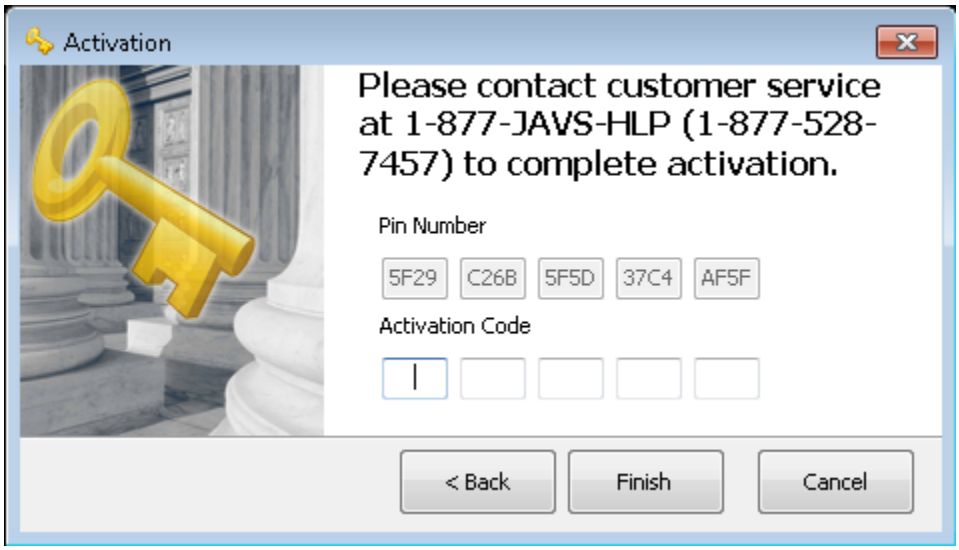
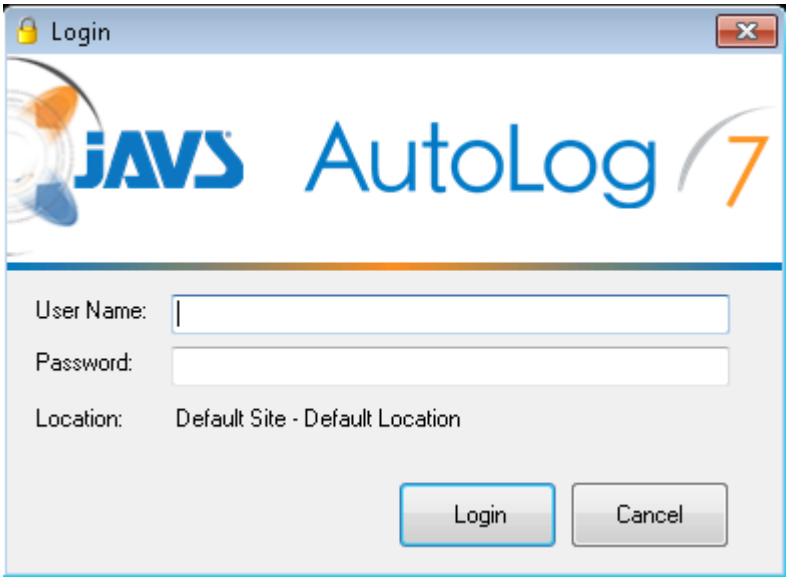
A contact screen will appear with the JAVS Help Desk phone number. Contact the JAVS help desk with the number provided, and give the **Pin Number** to the Help Desk technician. The JAVS Help Desk will then provide you with the appropriate Activation Code for your particular system. Type this number in the **Activation Code** field and press **Finish**. **All numbers are case sensitive**.



The JAVS AutoLog 7 **Login** screen will appear. Type in your User Name and Password and AutoLog is ready to use.



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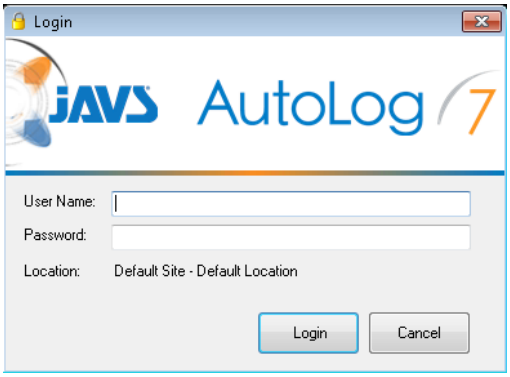
15 Day Trial Period

Select the **Run Trial** and press the **Next** button.

You will get a message indicating how many days are left on your trial period.

Press **OK** and the AutoLog 7 login screen will appear. Type in your User Name and Password and AutoLog 7 is ready to use.



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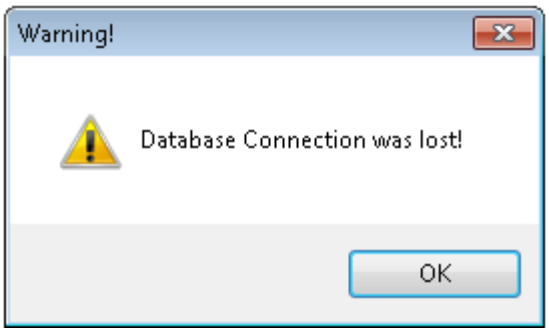
Appendix-B

Safe Mode

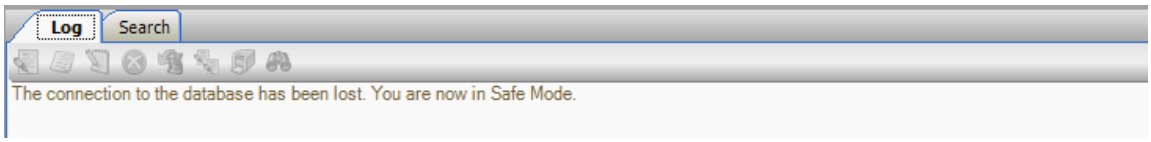
AutoLog depends on a database for all of the information provided for normal operation of the system. Session information such as users, parties, exhibits and any other information related to the session is stored in the database and retrieved by AutoLog on a continual basis. Although this is vital information, AutoLog also records the video and audio provided by the cameras and microphones, which is not dependant on the database.

Failures can occur in any electronic system and can be catastrophic to the user of the system. Safe Mode was put into place for just such failures. Although database failures are not common, JAVS wants to ensure that if a database failure does occur, that the recording continues until the database is restored. Thus, the **Session Record** is preserved through the recorded audio and video.

When AutoLog is launched or if AutoLog is in the middle of a recording session and the database is not available due to database failure, a message will appear; “Warning. Database Connection was lost”.



When **OK** is pressed the AutoLog interface will remain open but connectivity to the database will be gone. A message will also appear in the Log Display.



Recording of audio and video will continue as indicated by the record indicators.

Although you will not be able to log any events, the audio/video recording will continue until the database comes back online or you stop the session.

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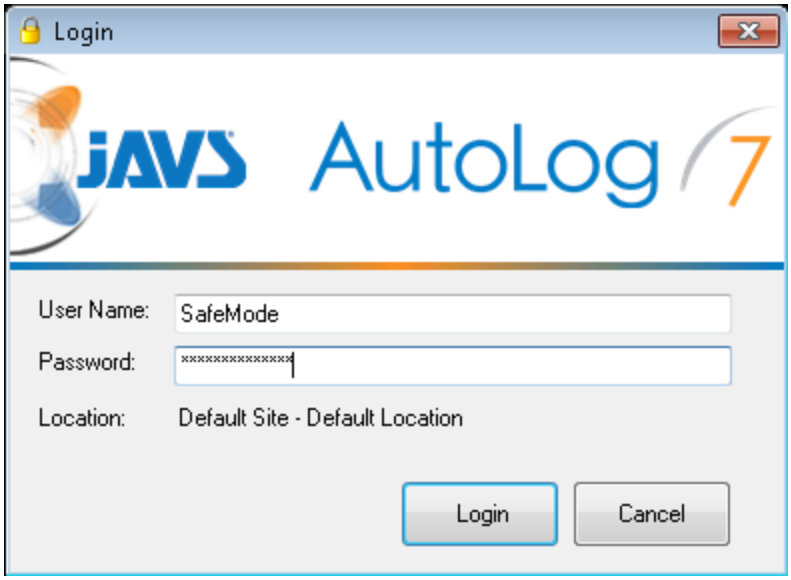
If the database goes down before you log in to AutoLog, you can still open the application by double-clicking the AutoLog icon located on the desktop. A Login screen will open with a User Name and Password already loaded. If on a JAVS Server, select your location and press Login. If you are on a Stand Alone System, simply press Login and the AutoLog application will open in SafeMode.



Note: Because there are many types of failures that could occur, how to retrieve media after a Safe Mode initiation could be different. Please contact your JAVS technician as soon as possible should you experience a database failure and need to retrieve your session media.

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